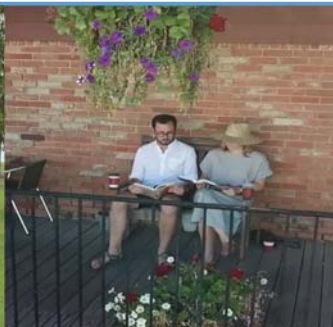


CITY OF RICHMOND, TEXAS
ANNUAL OPERATING BUDGET
October 1, 2019 — September 30, 2020



**CITY OF RICHMOND, TEXAS
FISCAL YEAR 2019-2020**

ANNUAL BUDGET



*** BASED ON CERTIFIED TAX INFORMATION ***

(Fort Bend)

In accordance with Local Govt. Code Section 102.005

This budget will raise more total property taxes than last year's budget by \$265,508 which is a 7.48% increase, and of that amount \$54,704 is tax revenue to be raised from new property added to the tax roll this year.

Property Tax Comparison:

	<u>FY 2019</u>	<u>FY 2020</u>
Adopted and Proposed Tax Rate	0.6999	0.6999
Effective Tax Rate	0.7020	0.6573
Effective Maximum Operating Rate	0.8581	0.7896
Maximum Operating Rate	0.9268	0.8528
Debt Tax Rate	0.1596	0.1745
Rollback Tax Rate	0.7887	0.7399

The total amount of municipal debt obligation secured by property taxes for the City of Richmond is \$47,592,211.55

<u>Record Vote on Tax Rate:</u>	Proposed (August 19, 2019)	Adopted (September 16, 2019)
Mayor Moore	<u>AYE</u>	<u>AYE</u>
Commissioners:		
Beard	<u>AYE</u>	<u>AYE</u>
BeMent	<u>AYE</u>	<u>AYE</u>
Drozd	<u>AYE</u>	<u>AYE</u>
Gaul	<u>NOT PRESENT</u>	<u>AYE</u>

In accordance with Section 140.0045 of the Local Government Code, which requires the itemization of certain expenditures by a political subdivision, the City of Richmond is expected to expend for the year 2019 and has budgeted for fiscal year 2020 the following amounts, respectively: Notices required by law to be published in a newspaper: \$20,000 and \$21,500. Lobbying activities: \$0 and \$0

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Annual Budget
FY 2019-2020

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Annual Budget
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RICHMOND
EST. **TEXAS** 1837

WELCOME
TO
Historic
RICHMOND

EXECUTIVE SUMMARY

The Executive Summary provides the reader a listing of the City's Principal Officials and key staff, the transmittal letter that articulates priorities and issues for the upcoming year, the Budget Highlights, Historical Timeline, Area Map, Form of Government and the City's Fiscal and Operating policies.



RICHMOND
EST. **TEXAS** 1837

Principal Officials and Key Staff

Citizens

City Commission

**Evalyn W. Moore
Mayor**

**Terry R. Gaul
Position 1**

**Barry C. Beard
Position 2**

**Carl Drozd
Position 3**

**Alex BeMent
Position 4**

City Manager

Terri Vela

Assistant City Manager / Community Development

Howard Christian

Managing Directors

**Justin Alderete
Finance Director**

**Phillis A. Ross
Municipal Court Judge ***

**Gary Adams
Police Chief**

**Michael Youngblood
Fire Chief**

**Laura Scarlato
City Secretary**

**Gary Smith
City Attorney ***

**Jose Abraham
Planning Director**

**Shelly Freeman
Human Resources Director**

**Cameron Goodman
Economic Development Director**

** City Commission appointed position*

Key Leader Team

**Maritza Salazar
Finance Manager**

**Jim Whitehead
Asst. Public Works Director**

**Derek Brown
Asst. Fire Chief**

**Albert Cantu
Fire Marshal**

**Dixie Brzozowski
Asst. Police Chief**

**Lori Bownds
Building Official**

**Joe Medina
I.T. Technician**

**Anthony Pryor
Emergency Mgmt Coordinator**



RICHMOND

EST. **TEXAS** 1837

EVALYN MOORE
MAYOR
BARRY C. BEARD
ALEX BEMENT
CARL DROZD
TERRY R. GAUL
COMMISSIONERS

City of Richmond

402 Morton Street
Richmond, TX 77469
(281) 342-5456



August 12, 2019

Honorable Mayor and City Commissioners,

I am pleased to present for your review and consideration the proposed budget for fiscal year 2020, which begins October 1, 2019 and ends September 30, 2020. The proposed budget has been prepared in accordance with Texas Statutes and the City of Richmond Charter Article VII.

Acknowledgements

I would like to take this opportunity to thank the City Commission for its continued support and leadership. The clear priorities and direction provided by the commission has provided staff with information and direction that is critical to the success of the budget and the long-term financial resiliency of the organization.

It's also important to acknowledge the great employees we have in the City. Each year the development of the annual budget requires a tremendous amount of work and coordination from individuals across the City. Our success as a City is a testament to the willingness of staff to come together and work as a team for the greater good of the community. This teamwork highlights the great culture we have in Richmond and exemplifies our continued pursuit of excellence.

Budget Preparation and Priorities

Challenges and Approach

The City's annual operating budget was prepared based on the current needs of the organization and aligned with the City's top priorities. This year departments continued to maintain their focus on implementing the Strategic Annexation Plan, including existing projects outlined in the Comprehensive Master Plan, Parks and Trails Master Plans and the Water and Wastewater Master Plans. The goals in the Strategic Annexation Plan continue to provide guidance during each step of the budget process so that the City's highest priorities are always at the forefront. The organization is monitoring implementation closely and is taking every opportunity to modify processes when necessary.

The list below highlights the City's top priorities from the Comprehensive Master Plan.

Comprehensive Master Plan Priorities (✓ = Top Priority):

- ✓ A. User annexation as a strategic growth tool to expand Richmond's population and tax base.
- B. Leverage public investments to enhance the existing community and promote growth.
- ✓ C. Strengthen Transportation connections and increase choices between ways to travel.
- ✓ D. Elevate the appearance, quality, and compatibility of development.
- E. Create mixed-use activity centers that serve as community destinations.
- ✓ F. Rehabilitate and preserve Richmond's existing neighborhoods and community assets.
- ✓ G. Partner with existing local businesses to assist in their success and improve access to resources.

- H. Diversity Richmond’s business and employer mix through innovation and strategic recruitment.
- I. Enhance and preserve Richmond’s natural amenities.
- J. Strengthen the awareness and image of Richmond throughout the region.

Financial Position

General Fund

Overview

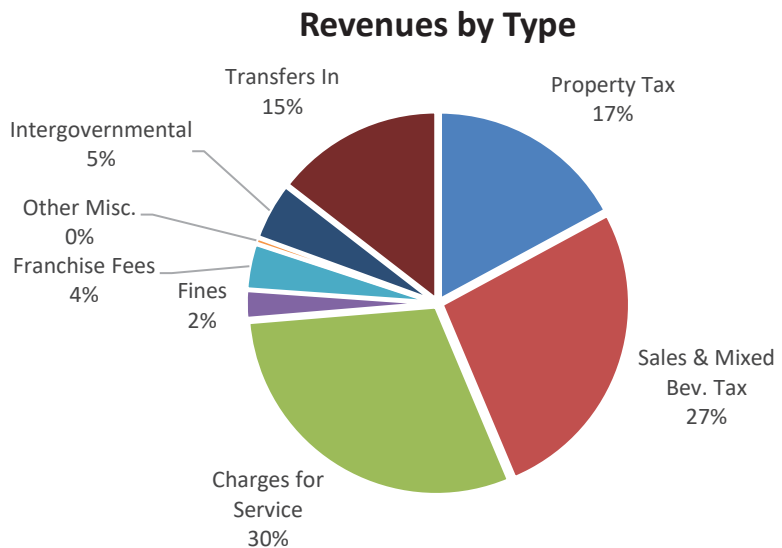
The General Fund is the main operating fund for the City and accounts for all activities that are not properly accounted for in another fund type. The General Fund is primarily a service oriented fund and provides for traditional governmental services such as Public Safety, Public Works, Planning, Maintenance of Infrastructure and other governmental activities.

The fiscal year 2020 General Fund expenditures are projected to total \$17.8M, a decrease of 0.1% from the fiscal year 2019 approved budget. Recurring revenues in the General Fund are planned to exceed recurring expenditures, providing for a structurally balanced budget. The City Charter requires that expenditures not exceed the proposed revenue plus cash on hand. At fiscal year end, the General Fund is projected to have an available balance (cash on hand) of \$4.9M, which will be available to meet emergency needs or provide unforeseen items necessary to provide services to citizens. The fund balance is anticipated to provide 100 days of operating reserve, which exceeds best practice standards of 90 days.

Revenues

Total General Fund revenues are anticipated to be \$17.6M. General Fund revenues can be categorized into the following major types:

Type	Amount
Property Tax	3,004,201
Sales & Mixed Bev. Tax	4,663,500
Charges for Service	5,269,542
Fines	430,000
Franchise Fees	690,000
Other Misc.	89,592
Intergovernmental	863,589
Transfers In	2,549,650
Total	17,560,075



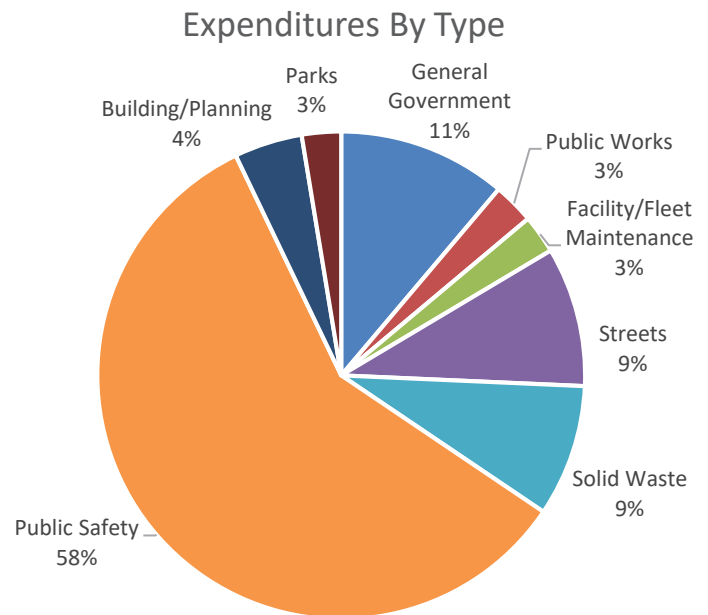
When compared to the adopted budget for fiscal year 2019, revenues are anticipated to grow \$229,915, or 1.33%. This increase is primarily due to the growth anticipated to occur within the City’s extraterritorial jurisdiction (ETJ), which will generate additional inspections and fire protection fee revenue. Sales tax is

anticipated to remain flat from the FY19 budget at \$4.6M as growth estimates are anticipated to converge with actual development.

Expenditures

The General Fund Budget totals \$17.8M, which is a .01% reduction from the fiscal year 2019 adopted budget. Each year as part of the budget process, base adjustments and requests for additional funding are prepared by the departments. This year total base budget reductions were greater than additional funding requests, which has allowed budgeted expenditures to remain mostly flat. The graphs and table below highlight the City’s major expenditures by type, with Public Safety accounting for approximately 58% of the total General Fund expenditures.

Type	Amount
General Government	1,987,096
Public Works	483,201
Facility/Fleet Maintenance	453,558
Streets	1,645,923
Solid Waste	1,554,480
Public Safety	10,389,713
Building/Planning	802,789
Parks	462,445
Total	17,779,205



General Fund Proposed Requests:

Human Resources:

- Organizational Development Program
- Comprehensive Assessment of the City's Benefits Program
- Health and Wellbeing Program

Vehicle Maintenance

- Automotive Lift

Police

- Replacement of 1 vehicle
- Design of Police Department Lobby

Fire Marshall

- Code Enforcement – Supplies and equipment

Parks

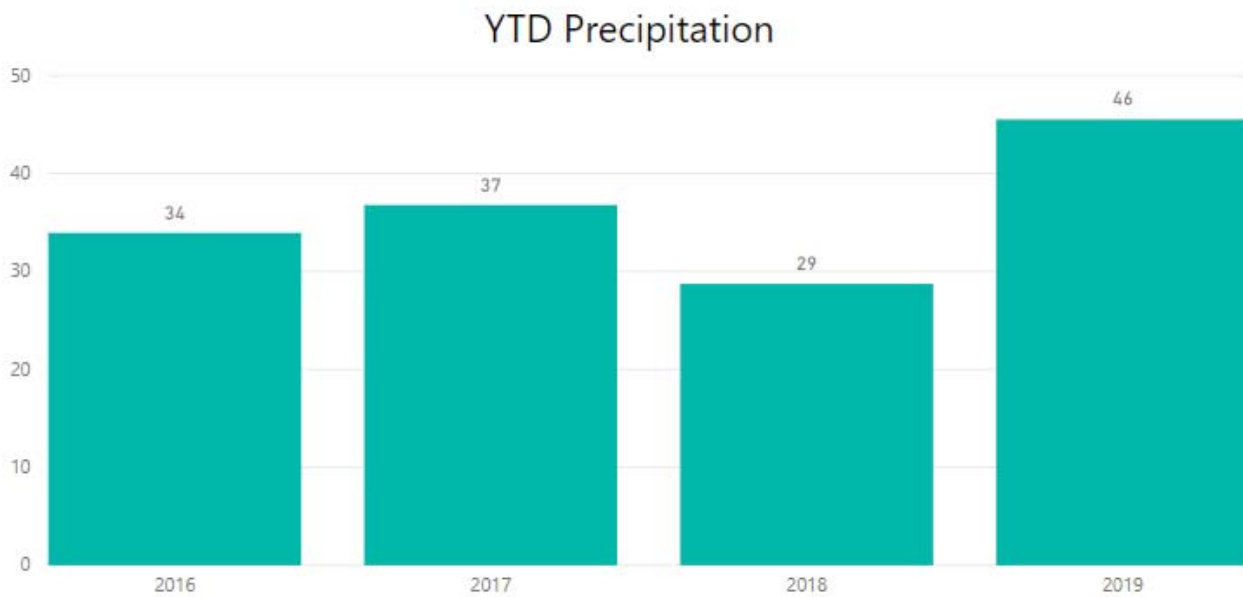
- Replace Trash Barrels with Decorative Covered Receptacles

Municipal Court

- Hardware, Software & Training - Tyler Tech Paperless Court System

Water and Sewer Fund

The Water and Sewer Fund accounts for the operations of the City’s primary utilities, which are water and wastewater services. The City’s utilities provide services to both residents and businesses in Richmond and act as the operator for several surrounding Municipal Utility Districts (MUDs). This year, revenues are anticipated to be \$8.5M. This is a 3.5% decrease under fiscal year 2019 budgeted revenues. Revenues within the Water and Sewer Fund are highly correlated with rain fall as well as growth within the area. It is expected that yearly water usage will fluctuate depending on precipitation levels in a given year. As a result, budgeted consumption is calculated based on the average precipitation in the area over several years plus the expected rate of growth. The graph below shows fiscal year to date precipitation through June for the last four years.



Precipitation Source: NOAA Climate data Station USC00417594

Water and Sewer Fund Proposed Requests:

Accounting & Collecting:

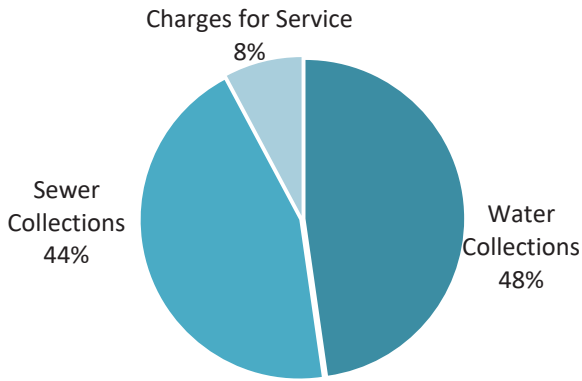
- Incode Purchase Order Module

Customer Service:

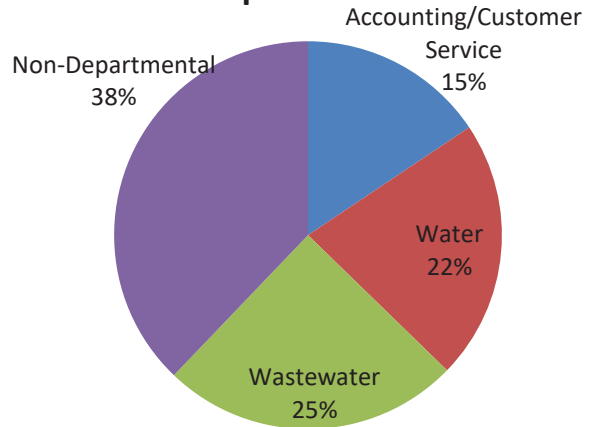
- 6 – Smart Phone Meter Readers

The City’s Water and Sewer fund revenues can be summarized in the following two graphs, which highlight the major categories of revenues and expenditures.

WATER & SEWER FUND REVENUE SOURCES



Expenditures



The City is in the process of reviewing data related to the rate study that was recently completed. Data collected suggests that adjustments to the rates may be necessary to sustain current operations of the water and sewer funds. Water and sewer rates changes are not included in the budget at this time, however, a mid-year adjustment to rates may be necessary upon further evaluation of the rate model data.

Expenditures in the Water and Sewer Fund are proposed at \$8.5M, which will leave a surplus of \$2.5M, or 107 working days. The available fund balance is presented on a working capital basis, which nets the current assets against current liabilities. The fund balance is expected to remain flat from the fiscal year 2019 budget of \$2.5M.

Surface Water Fund

The Surface Water Fund accounts for ground water reduction partner fees, expenditures and debt service associated with surface water infrastructure improvements.

The City’s Surface Water Treatment Plant was completed during fiscal year 2018 in order to meet current ground water reduction requirements by the Fort Bend Subsidence District. The City is currently in the planning stages for plant expansion, which is necessary to meet the additional requirement of a 60% decrease in the amount of ground water drawn from the aquifers. At this point it is still anticipated that expansion will begin in 2023, in order to meet the 60% reduction requirement by 2025.

Revenues are projected to be \$3.0M for fiscal year 2020, which amounts to a 9.9% decrease, compared to the FY19 adopted budget. This decrease is a result of lower average consumption associated with fluctuations in precipitation. Expenditures are budgeted to be \$3.0M, which includes the debt services payments for the surface water treatment facility. The anticipated ending fund balance (on a Working Capital Basis) is expected to be \$5.8M for fiscal year 2020.

The City is in the process of reviewing data related to the rate study and it is anticipated that adjustments to the rates may be necessary. Surface water rate changes are not included in the budget at this time, however, a mid-year adjustment to rates may be necessary upon evaluation of the rate model data.

Economic Development

The City of Richmond continues to engage in strategic activities to expand the city's tax base, increase sales tax revenues, and recruit new employment opportunities for residents. The City of Richmond was successful in deploying new economic development tools that will help to achieve these key economic goals. Some of the notable achievements include the passage of new legislation that will help to enable commercial development by capturing state shares of hotel taxes, sales taxes, and mixed-beverage taxes for the development of a hotel and convention center anchored commercial development.

The City continues to partner with property owners to strategically annex properties and engage in public-private partnerships when appropriate in order to grow Richmond's local economy and increase city revenue. Richmond has seen an increase in economic opportunities that have resulted from executing its strategic planning objectives and from the rapid growth occurring in Fort Bend County as a whole. Richmond is located in the center of a wave of growth that is projected to grow the county's population to 2.25 million residents by the year 2050. Richmond's strategic infrastructure, investments and planning will help it to capitalize on this in the coming years.

The completion of several key infrastructure projects will also serve as a boon to Richmond's economy. The recent completion of the \$27 million TXDOT FM 359 overpass project has significantly alleviated congestion at a primary intersection of the city – creating new economic opportunities for properties along FM 359. The ongoing widening of Interstate 69, which started construction in 2014, is nearing completion and will double the capacity of the highway between the Grand Parkway and Reading Road. The completion of this project will significantly increase the economic development opportunities for properties along this key corridor.

The tourism industry in Richmond has seen dramatic growth in the last fiscal year. LaQuinta Inn & Suites, a 51,000 square foot hotel with 83 rooms, opened for business in January 2019 and is the first hotel to operate in Richmond. Two additional hotels are planned to open in 2019 including a Hilton Home2 Suites and a Marriott Fairfield Inn. Richmond's many cultural and historic sites mixed with its collection of unique restaurants and stores make it an ideal location for regional tourism. The new revenue stream of hotel occupancy tax dollars will enable the City of Richmond to invest in activities such as tourism promotion and historic preservation that will further enlarge this sector of the local economy.

Employee Compensation and Benefits

One of the City's main assets are its employees. In order to ensure the City maintains quality employees, it invests in their health and wellbeing through a competitive compensation and benefits package. This philosophy has allowed the City to maintain and recruit highly skilled employees, which in turn deliver outstanding service to the community. As a result of the service-oriented nature of this fund, particularly in the Public Safety category, approximately 70% of the General Fund expenditures are allocated to salaries and benefits. In order to continue recruiting and retaining quality employees, the proposed budget includes a cost of living allowance of 4%, as well as a budgeted increases of 15% in health benefits. Staff is currently working through an evaluation of its employee benefits program to determine if there are opportunities to minimize the costs to both employees and the City, while continuing to maintain a comprehensive suite of quality benefits.

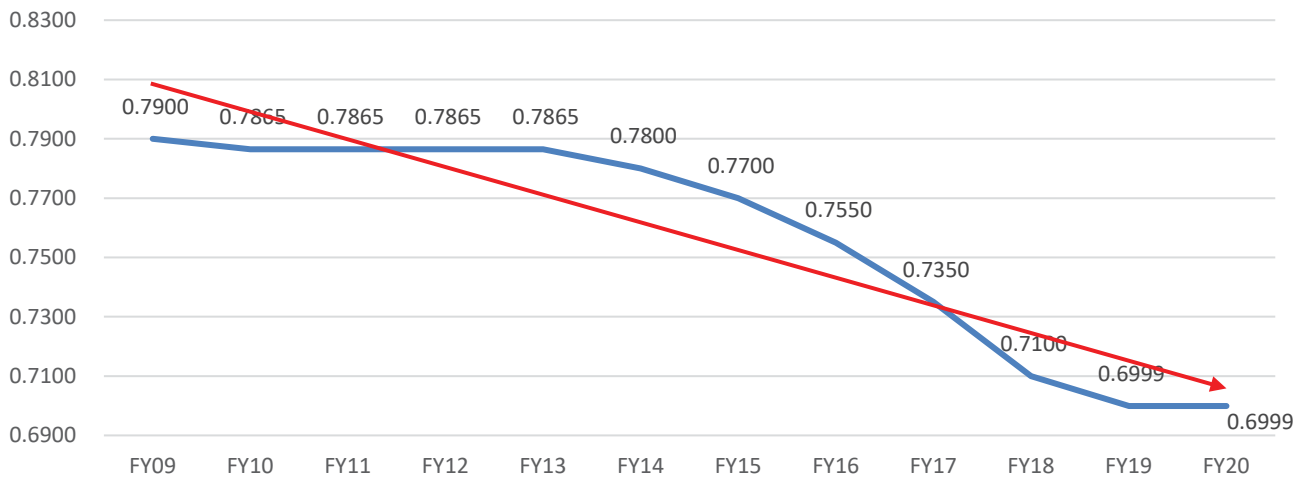
Another benefit the City offers its employees is a retirement plan through the Texas Municipal Retirement System (TMRS). The City recently received its 2020 rate letter from TMRS that indicated a lower contribution requirement in the 2020 plan year. Specifically, the City's contribution rate would be 14.80%, which is a slight decrease from the prior year contribution of 14.83%. This decrease will be effective in January, as the TMRS system runs on a calendar year basis. The City's funded ratio is a healthy 88.5%. It's important to note that the

TMRS system is a stable system and is different than the retirement systems maintained by some large municipalities.

Tax Rate and User Fees

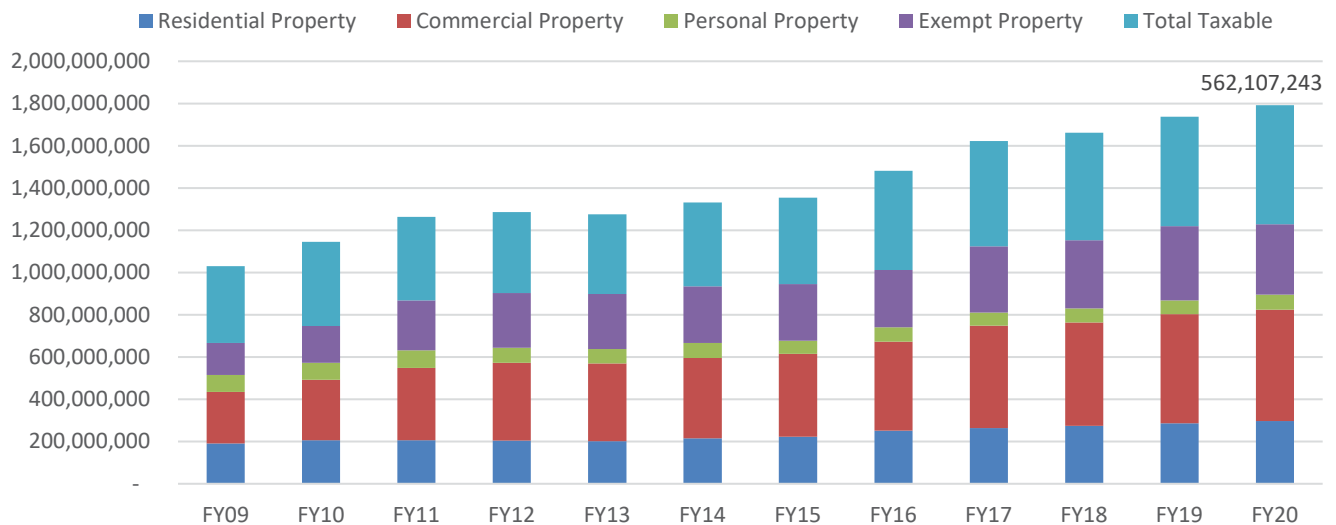
The City’s total taxable ad valorem values continue to experience growth. This year’s value increased \$42,354,100, or 8% over the prior year, which represents a total taxable ad valorem value of \$562,107,243. New improvements amounted to \$7,815,990 in added value for this year.

Property Tax Rates

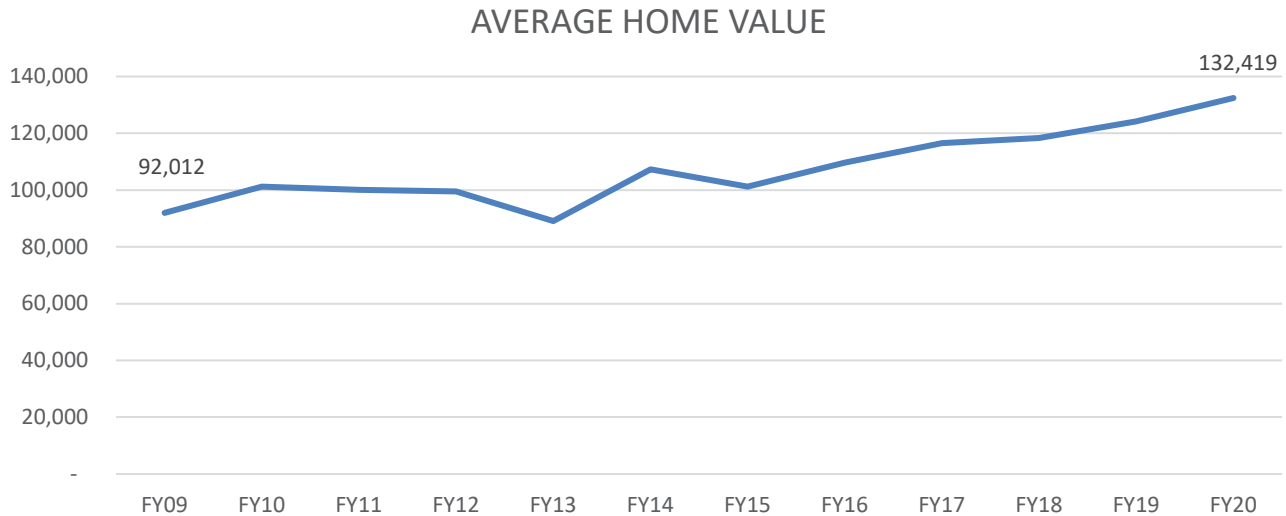


This budget proposes a flat property tax rate of **\$0.6999** per hundred dollar value for the fiscal year 2020. In order to maintain long-term financial stability and position the City for growth it’s important for this budget to absorb the natural growth within the market. As new non-exempt property is added to the tax roll staff will continue to evaluate options that are in the best interest of residents and property owners. The City continues to benefit from a strong diversification of its property tax base, even though exempt values (a result of our county-seat status) continue to plague the City. This year the City’s total non-taxable value declined from 42% in the previous year to 39% in the current year.

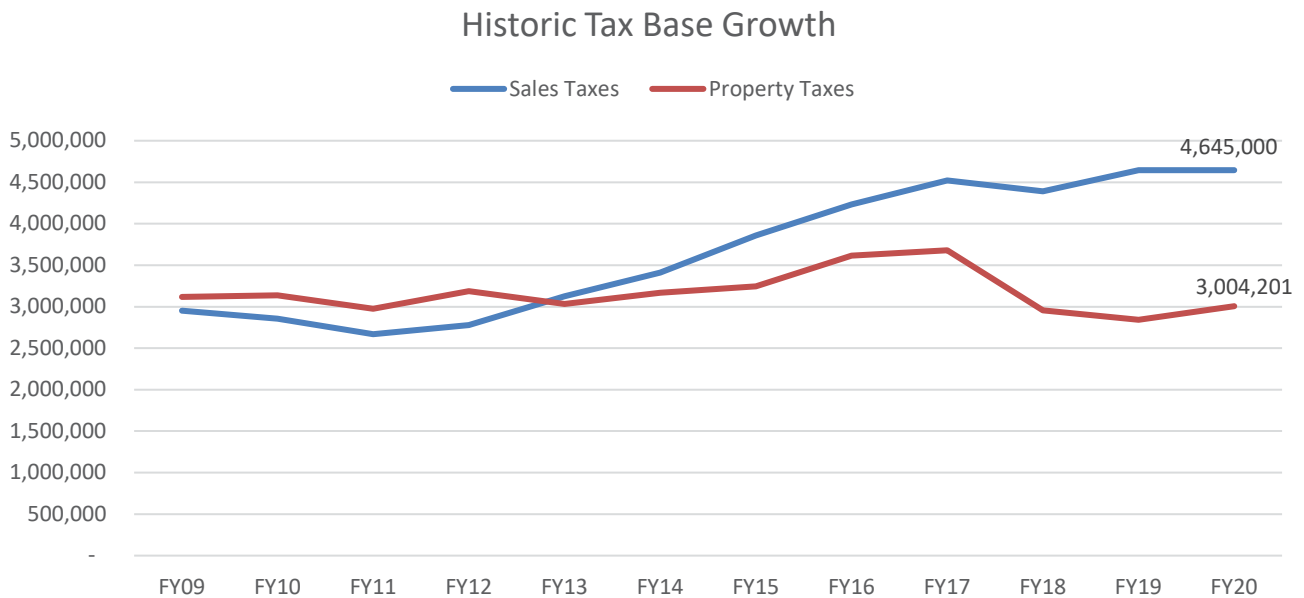
Property Base Composition



The City's average home value continues to increase, which highlights the positive growth within the City.



The City's sales tax revenue experienced strong growth over the past several years and is expected to slow as economic development activity begins to converge with projections. This year, the City expects sales tax revenue to remain mostly flat from prior year's adopted budget.



Financial Summary

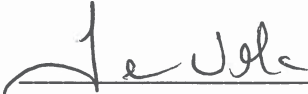
The development of the fiscal year 2020 budget has resulted in a sound financial plan that best aligns the City's increasing demands with its limited financial resources. It's important to emphasize that the budget continues to maintain flexibility through its fund balance policies. Fund balance policies are one of the mechanisms the City uses to ensure that changes in the economy or unforeseen natural disasters do not impact the operations of the City.

Another mechanism the City utilizes to mitigate risk associated with forecasting future revenues is by actively managing the acquisition of large one-time purchases. This process affords staff an opportunity to assess the financial position of the City as it moves into the next calendar year.

Based on the priorities addressed, identified and discussed above, the fiscal year 2020 proposed budget totals \$28,258,868.

The fiscal year 2020 proposed budget has been developed with the Commission priorities in mind. I encourage you to read further into the information describing the fiscal year 2020 budget and contact us with requests for additional information. We are grateful for the opportunity to serve the citizens of Richmond.

Respectively Submitted,



Terri Vela
City Manager



Justin Alderete
Finance Director



RICHMOND
EST. **TEXAS** 1837

BUDGET HIGHLIGHTS

FY2019-20 Adopted Budget

The City's fiscal year FY2019-20 operating budget was approved by City Commission at the September 16th, 2019 City Commission Meeting.

The City's annual operating budget was prepared based on the current needs of the organization and aligned with the City's top priorities.

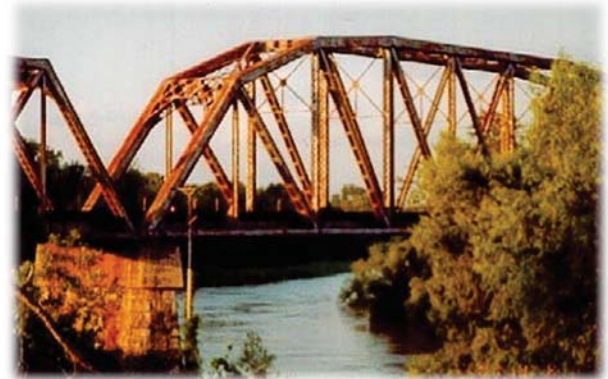
This year departments continued to maintain their focus on implementing the Strategic Annexation Plan, including existing projects outlined in the Comprehensive Master Plan, Parks and Trails Master Plans and the Water and Wastewater Master Plans.

The City continues to engage in strategic activities to expand the city's tax base, increase sales tax revenues, and recruit new employment opportunities for residents. A notable achievement includes the passage of new legislation that will help to enable commercial development by capturing state shares of hotel taxes, sales taxes, and mixed-beverages taxes for the development of a hotel and convention center anchored commercial development.

The completion of several key infrastructure projects will also serve as a boon to Richmond's economy.

The tourism industry in Richmond has seen dramatic growth in the last fiscal year. LaQuinta Inn & Suites opened for business in January 2019 and is the first hotel to operate in Richmond. Two additional hotels are planned to open in 2019.

We believe the efforts of all involved have resulted in a sound financial plan that aligns the ever increasing demands with the City's financial resources.



City Vision Statement

Great opportunities and significant challenges are ahead.

The goals of the City Commission are to:

- Encourage, promote, and welcome expanding residential and business growth and development;
- Provide safe, secure, family-oriented communities;
- Influence, foster, and maintain the interest of safety;
- Protect and preserve well-known historic sites and memorabilia;
- Provide a healthy business and economic atmosphere.

General Fund Budget

The General Fund accounts for the resources used to finance the fundamental operations of the City. The principal sources of revenue of the General Fund are sales and use taxes, property taxes, fire protection fees, fines and forfeitures, permits and licenses, and sanitation. Expenditures are for general government, public safety, and public works.

General Fund Revenues:

Sales Tax	\$ 4,645,000
Property Taxes	\$ 3,004,201
Fire Protection Fees	\$ 2,642,145
Transfer Other Funds	\$ 2,549,650
Garbage Collection	\$ 1,865,797
Intergovernmental	\$ 853,617
Franchise Fees	\$ 690,000
Municipal Court Fines	\$ 430,000
Licenses and Permits	\$ 350,000
Inspection Fees	\$ 286,000
Plan Review Fees	\$ 110,000
Other Income	\$ 72,372
Interest	\$ 42,792
<u>Mixed Beverage Tax</u>	<u>\$ 18,500</u>
Total:	\$17,560,075

General Fund Expenditures:

General Government	\$ 1,347,007
Human Resources	\$ 392,793
Public Works	\$ 483,201
Fleet Maintenance	\$ 222,045
Information Technology	\$ 247,295
Street	\$ 1,645,923
Sanitation	\$ 1,554,480
Police	\$ 4,607,095
Fire-Central	\$ 4,632,854
Emergency Management	\$ 119,808
Fire Marshal	\$ 395,029
Fire-Station #2	\$ 37,650
Fire-Station #3	\$ 48,100
Building	\$ 497,547
Parks	\$ 462,445
Facilities	\$ 231,513
Planning	\$ 305,242
<u>Municipal Court</u>	<u>\$ 549,177</u>
Total:	\$17,779,205

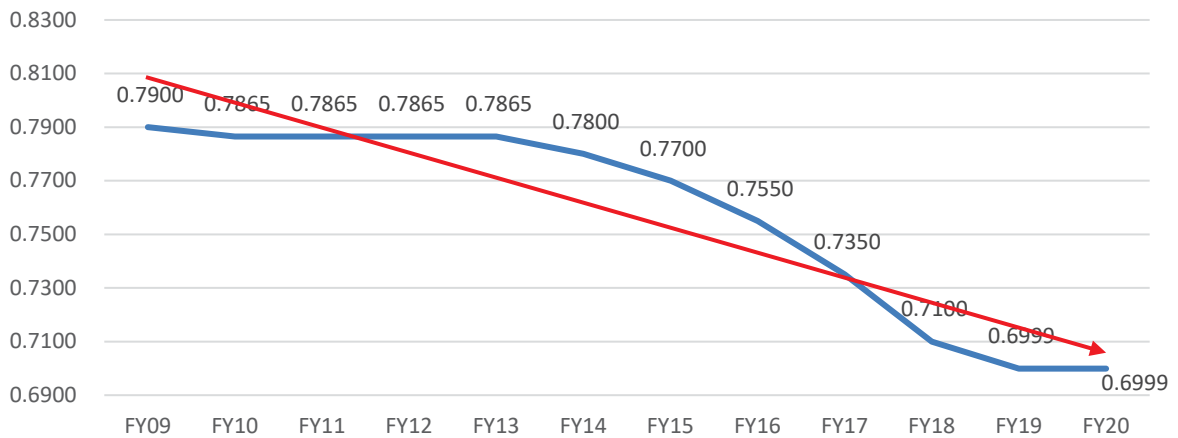
Highlights of Funded Capital

- Organizational Development Program
- Comprehensive Assessment of the City's Benefits Program
- 4% Cost of living Employee Increase
- Health and Wellbeing Program
- Automotive Lift
- Replacement of 1 vehicle in Police
- Design of Police Department Lobby
- Code Enforcement – Supplies & Equipment
- Replacement of Trash Barrels in City Parks (Phase I)
- Municipal Court Paperless Court System
- (6) Smart Phones Utility Meter Readers



This year’s adopted tax rate of \$0.6999 per hundred dollar value is a flat property tax from last year’s tax rate. In order to maintain long-term financial stability and position the City for growth, it’s important for this budget to absorb the natural growth within the market. The City continues to benefit from a strong diversification of its property tax base, despite our disproportionate exempt property values. 39% of this year’s values are exempt as a result of our county-seat status.

Property Tax Rates



Water and Sewer Fund Budget

The Water and Sewer Fund accounts for the operations that provide water and wastewater utility services to the public. The services are financed and operated in manner similar to private business enterprises, where the intent of the governing body is that costs (including depreciation) of providing goods or services to the general public will be financed or recovered through user charges.

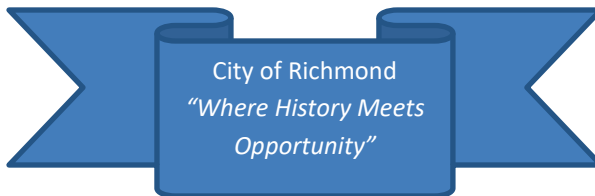
Water and Sewer Fund Revenues:

Water Collections	\$ 4,080,000
Sewer Collections	\$ 3,800,000
Water Taps and Fees	\$ 360,400
Service Charge	\$ 170,000
Other Income	\$ 135,100
Total:	\$ 8,547,500

Water and Sewer Fund Expenditures:

Accounting & Collecting	\$ 996,481
Customer Service	\$ 339,174
Meter	\$ 304,709
Water Production	\$ 713,828
Water Distribution	\$ 831,554
Wastewater Collection	\$ 561,868
Wastewater Treatment	\$ 1,564,886
Transfer to Other Funds	\$ 2,549,650
Transfer to Debt Service Fund	\$ 685,350
Total:	\$ 8,547,500

*“City of Richmond”
“Scenic City Platinum Certification Award”*



*** Master Plans ***

- ✓ **Comprehensive Master Plan**
- ✓ **Parks and Trails Master Plan**
- ✓ **Water and Wastewater Master Plans**

*** Grants ***

Office of the Governor Program – grant will provide Mobile Video Replacement

Justice Assistance Grant Program – grant will provide for Mobile Data Terminal Implementation.

US Department of Justice – Bulletproof Vest Partnership will provide for (12) bulletproof vests for Officers.

*** Accomplishments & Recognitions ***

- ★ Scenic City Certification Program - “Platinum Award Recipient 2019 – 2024”
- ★ “Texas Best Practices Recognition Program” – City of Richmond Police Department – Texas Police Chief’s Foundations.
- ★ “Comprehensive Master Plan of the Year” - American Planning Association Texas Chapter.
- ★ Special Recognition for the Trails Master Plan by Houston-Galveston Area Council’s “Parks and Natural Areas Award 2016”.
- ★ Government Finance Officers Association – “Distinguished Budget Presentation Award FY2018-19”.
- ★ Government Finance Officers Association – “Certificate of Achievement for Excellence in Financial Reporting for the Comprehensive Annual Financial Report for FY2017-18”.
- ★ American Planning Association Texas Chapter “2016 Community of the Year Award”.
- ★ TCEQ - “Cross Connection Control Program Award”.
- ★ TCEQ - “Innovative or Proactive Water System Award”.
- ★ Richmond Police Department had a successful “Texas Night Out” in accordance with the standards of National Night Out.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Richmond
Texas**

For the Fiscal Year Beginning

October 1, 2018

Christopher P. Morill

Executive Director

City of Richmond Timeline

1822—Members of Austin’s old 300 settled near a fordable crossing of the Brazos River and built a block house to protect the settlers from Indian raids.

1836—Community evacuated during the Runaway Scrape, as Mexican troops pressed forward in the Texas Revolution. Wyly Martin, leading the rear guard, defended the Brazos River Crossing against Santa Anna’s troops, but was maneuvered out of position and opened the path for the Mexican march to San Jacinto.

1837—Fort Bend County established and Richmond incorporated by the Republic of Texas as the county seat.

1839—First church organized in Richmond. First newspaper, the weekly Telescope and Texas Literary Register, published.

1851—Richmond’s cityscape included a brick courthouse, two stores, a Masonic Lodge, the Methodist church, and the Richmond Male & Female Academy.

1853—Yellow fever epidemic swept through Richmond.

1855—Buffalo Bayou, Brazos, and Colorado Railway pulled into town.

1859—Richmond’s business district bustled, and the town was market center for the region’s cotton plantations, with a cotton warehouse and two hotels and a brick building under construction. It was also the hub of a growing cattle empire. Cattle owners drive livestock to markets in New Orleans.

1879—The Gulf, Colorado and Santa Fee railway line extended tracks into Rosenberg, three miles from Richmond. 2,000 people lived in Richmond, a city with a courthouse, four churches, a bank, sugar mills, refineries, and six schools. Cotton, corn, livestock, hides, sugar, and molasses were all shipped from town.



City of Richmond Timeline

1890—Richmond’s population dropped to 1,500 due to movement to surrounding cities.

1899—Brazos River Flood. After more than 9 inches of rainfall in 11 days in June, the Brazos River flooded. More than 280 died and thousands were left homeless.

1900—The Great Storm swept through Fort Bend County. Although the September hurricane devastated Galveston (killing between 6,000-8,000 and destroying a third of the City) building across Fort Bend County and Richmond suffered only structural damage. The storm pushed across the plains and Great Lakes, into Canada before moving to sea north of Halifax Nova Scotia.

1920—Richmond’s population dropped again to 1,276. Oil was discovered in Fort Bend County.

1930—Richmond’s population increased to 1,432. Sidewalks extended through town, a new swimming pool and municipal water system were built. Although the Great Depression affected agricultural production, there was enough cotton to keep two gins running. Richmond had a massive irrigation system that fed water to the rice fields.

1940—Richmond’s population grew to over 2,000. Residents began moving to this area while commuting to jobs in the City of Houston.

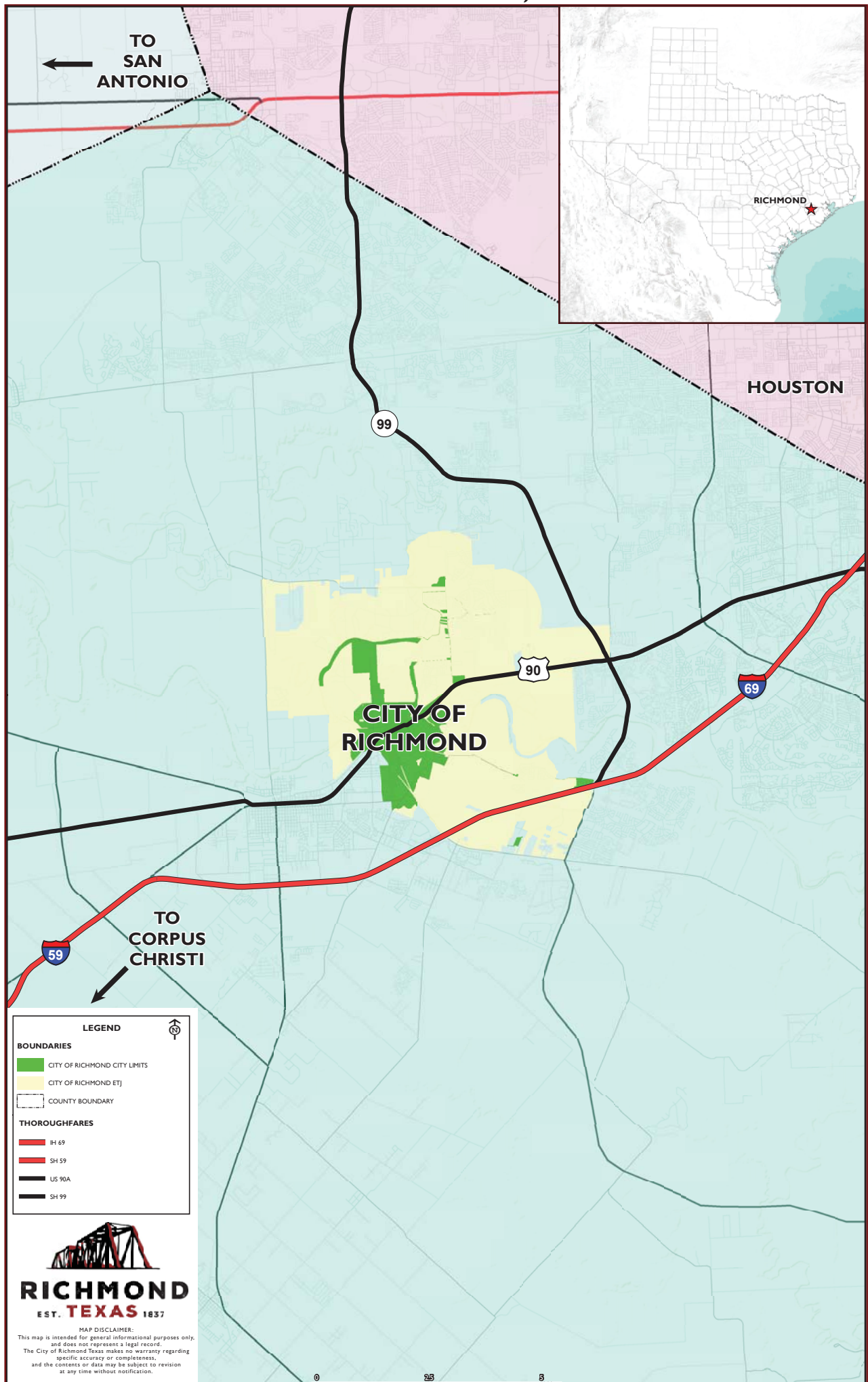
1960—Richmond’s population grew to 3,668.

1990—Richmond’s population and grown to 9,801.

2013—Charter Election—Home Rule Charter. Richmond’s population stands at 12,292.



CITY OF RICHMOND, TEXAS



CITY OF RICHMOND PAST AND CURRENT FORM OF GOVERNMENT

The City of Richmond, Texas was incorporated on June 5, 1837, by Act of the Senate and House of Representatives as one of the first three cities in the Republic of Texas. The City is located in Fort Bend County at the site of Stephen F. Austin's original colonies in Texas and currently occupies a land area 4.074 square miles and serves a population of 12,391. On July 30, 1913, the City adopted a commission form of government. The City was empowered to levy a property tax on both real and personal properties located within its boundaries. It also was empowered by state statute to extend its corporate limits by annexation, which occurs periodically when deemed appropriate by the City Commission. The City Commission is the principal legislative body of the City. The Mayor presides at meetings of the City Commission.

The City of Richmond has operated under a Commission form of government from 1913 until 2013, when a charter election was held and the citizens elected to become a Home-Rule city. The Charter provided for a Commission-Manager form of government. The Commission, vested with policy-making and legislative authority, is comprised of a Mayor and four Commission members. The Mayor and Commission members are all elected at large for staggered three-year terms, with no term limits. The City Commission is responsible, among other things, for passing ordinances, adopting the budget and hiring of the City's manager and municipal judge.

The City provides a full range of municipal services: public safety (police and fire protection), public improvements, streets and highways, water and wastewater, sanitation, repair and maintenance of infrastructure, recreation and general administrative services.

CITY OF RICHMOND FISCAL/OPERATING POLICIES

BUDGET PROCESS

According to the City of Richmond's charter, the fiscal year shall begin on the first day of October and end on the last day of September on the next succeeding year. Such Fiscal year shall also constitute the budget and accounting year. The following process is followed in order to meet the requirements of the City's charter.

Submission of Budget and Budget Message

On or before August 15th of the fiscal year, the City Manager shall submit to the City Commission a budget for the ensuing fiscal year and an accompanying budget message. The proposed budget submitted to Commission for review will be an itemized budget in accordance with state law.

Budget Message

The City Manager's message shall explain the budget both in fiscal terms and in terms of the work programs. It shall outline the proposed financial policies of the City for the ensuing fiscal year, describe the important features of the budget, indicate any major changes from the current year in financial policies, expenditures and revenues together with the reasons for such changes, summarize the City's debt position and include such other material as the City Manager deems desirable.

Budget a Public Record

In accordance with state law, the proposed budget and all supporting schedules shall be filed with the person performing the duties of City Secretary when submitted to the City Commission and shall be open to the public inspection by anyone interested. A notice of availability shall be published in the official newspaper within ten (10) days of the budget being presented to City Commission.

Public Hearing on Budget

At the City Commission meeting when the budget is submitted, the City Commission shall name the date and place of a public hearing and shall have published in the official newspaper of the City, the time and place, which will be not less than the ten (10) days nor more than thirty (30) days after the date of notice. At this hearing, interested citizens may express their opinions concerning items of expenditures, giving their reasons for wishing to increase or decrease any items of expense.

Proceeding on Adoption of Budget

After public hearing, the City Commission shall analyze the budget, making any additions or deletions which they feel appropriate, and shall, at least ten (10) days prior to the beginning of the next fiscal year, adopt the budget by the affirmative vote of a majority of the City Commission. Should the City Commission take no final action on or prior to such day, the current budget shall be in force on a month-to-month basis until a new budget is adopted, but budget must be approved within sixty (60) days of the next fiscal year.

Budget Appropriation and Amount to be Raised by Taxation

On final adoption, the budget shall be in effect for the budget year. Final adoption of the budget by the City Commission shall constitute the official appropriations as proposed by expenditures for the current year and shall constitute the basis of official levy of the property tax as the amount of tax to be assessed and collected for the corresponding tax year. Estimated expenditures will in no case exceed proposed revenue plus cash on hand. Unused appropriations may be transferred back to general funds.

Amending the Budget

Under conditions which may arise and which could not reasonably have been foreseen in the normal process of planning the budget, the City Commission may, by the affirmative vote of a majority of the City Commission, amend or change the budget to provide for any additional expense in which the general welfare of the citizenry is involved. These amendments shall be by ordinance and shall become an attachment to the original budget.

Certification; Copies Made Available

A copy of the budget, as finally adopted, shall be filed with the person performing the duties of City Secretary and such other places required by state law or as the City Commission shall designate. The final budget shall be printed or otherwise reproduced and sufficient copies shall be available for the use of all office, agencies and for the use of interested persons and civic organizations. A notice of availability shall be published in the official newspaper within ten (10) days of the budget being approved by the City Commission.

Capital Program

The City Manager shall submit a five (5) year capital program as an attachment to the annual budget. The program as submitted shall include:

- (1) A clear general summary of its contents;
- (2) A list of all capital improvements which are proposed to be undertaken during the five (5) fiscal years succeeding the budget year, with appropriate supporting information as to the necessity for such improvements;
- (3) Cost estimates, method of financing and recommended time schedules for each improvement, and
- (4) The estimated annual cost of operating and maintaining the facilities to be constructed or acquired.

The following is a detailed calendar of the budget process.

May 9, 2019	Budget Kick-off Meeting
June 5, 2019	Departmental Budget Worksheets and forms due to Finance.
June 24-28, 2019	Departmental budget meetings with City Manager and Finance staff.
July 20, 2019	Deadline for ARB to approve appraisal records.
July 25, 2019	Tax roll certification by Chief Appraiser (official date).
August 12, 2019	Budget and Budget Message Delivered to City Commission Charter Sec. 7.02 Special Meeting (Per Charter Sec. 7.05– Commission shall name the date and place of a public hearing and shall have published in official newspaper no less than 10 days before – <u>Set Public Hearing for Budget 9/9/19</u>) Copy of budget filed with City Secretary for Public view.
August 15, 2019	Calculation of Effective & Rollback Tax Rates.
August 17, 2019	PUBLICATION: Notice: Budget Available for Public Inspection Charter Sections 7.04 & 7.05
August 19, 2019	Tax Rate Presentation. Meeting of governing body to discuss tax rate; if proposed tax rate will exceed the roll-back rate or the effective tax rate (whichever is lower) take record vote and schedule public hearings. September 3, 2019 and September 9, 2019
August 19, 2019	Budget Workshop - Revenues
August 27, 2019	PUBLICATION: of Effective and Rollback Tax Rates; statement and schedules; Submission to governing body.
August 27, 2019	PUBLICATION: Notice: Public Hearing on Proposed Tax Rate
August 27, 2019	PUBLICATION: Notice: Public Hearing on Budget (Specific language regarding property tax increases, if necessary)
September 3, 2019	Public Hearing on Proposed Tax Rate (1 of 2) Special Meeting
September 3, 2019	Budget Workshop – Proposed Expenditures
September 9, 2019	2 nd Public Hearing (if necessary) – Proposed Tax Rate (2 of 2) Special Meeting
September 9, 2019	Public Hearing on Budget Special Meeting City must take some sort of action on the budget (Recommend: a vote to postpone the final budget vote.)
September 9, 2019	Budget Workshop – Overview of changes during process
September 16, 2019	MEETING TO ADOPT FY 2019-20 Budget and Tax Rate. Charter Sec. 7.06 If rate exceeds effective rate, must be record vote approved by at least 60 percent of governing body. Language of motion must be specific: <i>“I move that the property tax rate be increased by the adoption of a tax rate of (specify tax rate), which is effectively a (insert percentage by which the proposed tax rate exceeds the effective tax rate) percent increase in the tax rate.”</i>
September 19, 2019	PUBLICATION: Notice: of budget availability. Copy of final budget filed with City secretary for Public View Charter Section 7.09

Lapse of Appropriations

Every appropriation, except an appropriation for a capital expenditure, shall lapse at the close of the fiscal year to the extent that it has not been expended or encumbered. An appropriation for a capital expenditure shall continue in force until the purpose for which it was made has been accomplished or abandoned. The purpose of any such appropriation with the exception of a bond fund, shall be deemed abandoned if three (3) years pass without any disbursement from or encumbrance of the appropriation. Any funds not expended, disbursed or encumbered shall be deemed excess funds.

Additional Funding

In any budget year, the City Commission may in accordance with state law, by affirmative vote of a majority of the Commission Members, authorize the borrowing of money. Notes may be issued which are repayable not later than the end of the current fiscal year.

Administration of the Budget

No payment shall be made or obligation incurred against any allotment or appropriation except in accordance with appropriations duly made, unless the City Manager, or the City Manager's designee, states or ensures first that there is a sufficient unencumbered balance in such allotment or appropriation and that sufficient funds therefore are or will be available to cover the claim or meet the obligation when it becomes due and payable.

Any authorization of payment or incurring of obligation in violation of the provisions of this Charter shall be void and any payment so made illegal. Such action shall be cause for removal of any officer who knowingly authorized or made such payment or incurred such payment or obligation, and the officer shall also be liable to the City for any amount so paid.

This prohibition shall not be construed to prevent the making or authorizing of payments or making of contracts for capital improvements to be financed wholly or partly by the issuance of bonds, time warrants, certificates of indebtedness or certificates of obligation or to prevent the making of any contract or lease providing for payments beyond the end of the fiscal year, providing that such action is made or approved by ordinance.

The City manager shall submit to the City Commission each month a report covering the revenues and expenditures of the City in such form as requested by the City Commission.

ACCOUNTING

Annual appropriated budgets are adopted for the General, Water and Debt Service Funds on a basis consistent with generally accepted accounting principles (GAAP). All annual appropriations lapse at the fiscal year end.

The City of Richmond shall put forth and publish annual financial statements in accordance with generally accepted accounting principles as shown by the Governmental Accounting Standards Board (GASB).

The City of Richmond shall put forth and publish a Comprehensive Annual Financial Report (CAFR) that meets or exceeds the requirements for the Government Finance Officers Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting. The City has received this honor for the past nine years and expects to receive it again this year.

Interim financial reports shall be produced and distributed to Department Heads on a monthly basis to ensure Departmental budget compliance.

Independent Audits

At the close of each fiscal year and in accordance with state law, and at such other times as may be deemed necessary, the City Commission shall call for an independent audit to be made of all accounts of the City by a certified public accountant. No more than five (5) consecutive annual audits shall be completed by the same firm. The certified public accountant selected shall have no personal interest, directly or indirectly in the financial affairs of the City or any of its officers. The report of audit, with the auditor's recommendations, will be made to the City Commission. Upon completion of the audit the summary shall be published immediately in the official newspaper of the City and copies of the audit placed on file in the office of the person performing the duties of City Secretary, as public record.

Accounting Systems

The City's accounting records for general governmental operations are maintained on a modified accrual basis with revenues recorded when available and measureable and expenditures recorded when the services and goods are received and the liabilities are incurred. Accounting records for the City's proprietary activities are maintained on the accrual basis.

Consideration of adequate internal accounting controls has been made in designing the City's accounting system. Internal accounting controls, instituted by the Finance Department as part of the accounting system, are designed to provide reasonable assurances that assets are properly safeguarded against loss from unauthorized use or disposition, that financial records used in preparation of the financial statements are reliable, and that accountability for the City's assets is maintained. The concept of reasonable assurance in relation to internal controls recognizes that the cost of a control process should not exceed the benefits derived from the performance of related procedures and that the City's management must make estimates and judgments in evaluating the cost and benefit relationships relating to internal control processes and procedures that become a part of the City's accounting system.

REVENUE

The tax rate for the City shall be adequate and enough to produce revenues that are required to pay for services as approved by the City Commission.

The annual estimates of revenue in the General Fund and the Water and Sewer Fund shall be based on historical trends and a reasonable expectation of City growth. Estimates for revenues shall be conservative so as to not overstate them.

The City shall endeavor to maintain a diversified and stable revenue base in order to prevent revenue shortfalls resulting from periodic fluctuations in any revenue source.

EXPENDITURES

Departmental expenditures shall not exceed the appropriated amounts set within that department's annual budget numbers.

Any transfers of available appropriations of expenditures between funds shall be approved by the City Commission. The City Commission shall also have the power to increase appropriations (expenditure requests) through a formal budget amendment.

At any time of the year, the City Commission may make emergency appropriations to meet a pressing need for public expenditures in order to protect public health, safety, or welfare.

The City Commission shall not appropriate funds for new programs or projects without first completing an evaluation of current and future costs.

FUND BALANCE

Management has the authority to transfer available funds allocated by the budget from one function or activity to another function or activity within the same department.

The City's General Fund balance shall be enough to handle any unexpected decrease in revenues or unbudgeted expenditures during the fiscal year. The minimum fund balance should be within the range of ninety (90) days of operating expenditures.

The City shall use non recurring resources and fund balances to fund non recurring expenditures, and the City shall only use recurring revenues to fund recurring expenditures.

The City's user charges and rates shall be established at a level related to the cost of providing services, and the rates shall be reviewed annually to determine the appropriate level of funding anticipated to support related activities.

The City's rates for water and sewer activities shall be at levels sufficient to ensure that revenues will be available to pay for all direct and indirect costs of the activities, including operations, capital improvements, maintenance, and principal and interest on outstanding debt.

Richmond city services shall be reviewed annually to identify appropriate budget funding necessary to perform in a professional and business-like manner.

LONG-TERM FINANCIAL PLANNING

Fund Balance

The established long-range policies regarding financial management are to retain a sound financial condition, strive to retain the best possible ratings on bonds, and provide future generations with the ability to borrow capital for construction of facilities, street, and drainage improvements without a severe financial burden. The City's current bond rating by Standard & Poors is AA-.

The City has adopted a Comprehensive Master and Land Use Plan, Parks Master Plan, Water and Sewer Master Plans and is currently in the process of seeking input on a Facilities Master Plan. Additionally, components of each of these plans are summarized into a Long-term Capital Improvements Plan. Each of the adopted master plans is reviewed every five (5) years unless the need requires a sooner review. The master plans are a working model in which major projects are pinpointed, planned, engineered, and costs evaluated.

The City's strategic planning and budget processes are most closely related to the long-term capital improvement plan. The City underwent a strategic planning process in 2012, which aligned the goals of the City with its actions. The City has also created a strategic budgeting process that links with the strategic plan to ensure that the priorities identified are funded. The Long Term Capital Improvements Plan acts in concert with these other plans to provide critical financial information to these planning processes at key junctures. In this way, other planning processes will be better able to set achievable goals in light of available resources, and ensures the City can identify and close any financial gaps projected by the long-term capital improvements planning process.

The three legs of the foundation for the future of Richmond and its assured financial health is the combination of the Long-Term Capital Improvements Plan, the Strategic Plan, and the Comprehensive Master and Land Use Plan. These three processes play key roles in establishing a firm financial foundation for Richmond, and support the goals the City has set.

Subsidence District

The Fort Bend Subsidence District (Subsidence District) was created by the Texas Legislature in 1989. In 2003, the Subsidence District adopted its District Regulatory Plan (Regulatory Plan) to reduce subsidence by regulating the withdrawal of Groundwater within Fort Bend County.

The Regulatory Plan requires Groundwater permit holders within the Richmond/Rosenberg Sub-Area (as described by the Regulatory Plan) to limit their Groundwater withdrawals to seventy percent of their water consumption by 2016 and forty percent by 2025. The City of Richmond Groundwater Reduction Plan (GRP) was submitted to and approved by the Subsidence District prior to the September 30, 2010 deadline set out in the Subsidence District Regulatory Plan.

The City has contracted with the Brazos River Authority for surface water available in the Brazos River. The construction of the City's 2 MGD Surface Water Treatment Plant was completed during FY 2017-18. The cost to the City for the surface water treatment facility and water transmission lines (including its GRP Partners) was \$19,375,769 dollars. It is expected capital acquisition typically will result in long-term increases in operating costs connected with the operation and maintenance of new facilities.

CAPITAL

The City will keep and maintain physical capital fixed assets at a level adequate to protect the City's investments and minimize future maintenance and replacement costs. The City will expand its capital asset base as needed providing the highest levels of service according to State and Federal regulations.

INVESTMENTS

The Commission has adopted a written investment policy regarding the investment of its funds as defined by the Public Funds Investment Act (Chapter 2256 Texas Government Code). The investments of the City are in compliance with the Commission's investment policies. It is the City's policy to restrict its investments to direct obligations of the U.S. Government, commercial paper, fully collateralized certificates of deposit and other interest-bearing time and demand deposits, and other instruments and investments in public funds investment pools such as the Local Government Investment Cooperative (LOGIC) and Texas Local Government Investment Pool (TEXPOOL).

DEBT

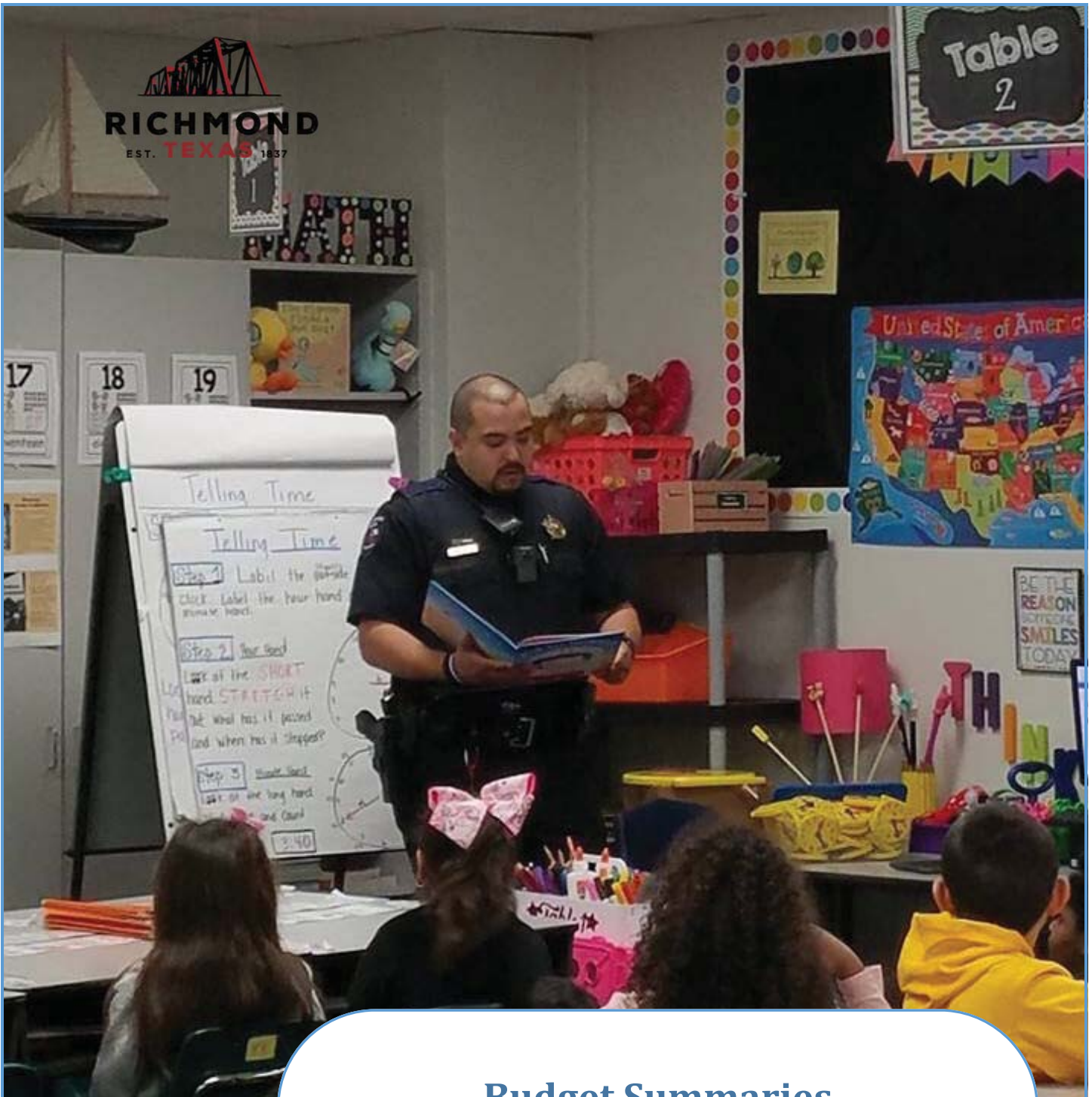
The City shall have the right and power to borrow money on the credit of the City and to issue general obligation bonds and other evidences of indebtedness for permanent public improvements or for any other public purpose not prohibited by the Constitution and laws of the State of Texas or the Charter and to issue refunding bonds to refund outstanding bonds and other evidences of indebtedness of the City previously issued by whatever method it may deem to be in the public interest. All such bonds shall be issued in conformity with the laws of the State of Texas.

The City shall further have the power to borrow money for the purpose of constructing, acquiring, improving, extending or repairing of public utilities, recreational facilities or any other self-liquidating municipal function not prohibited by the Constitution and laws of the State of Texas, and to issue revenue bonds to evidence the obligations created thereby. Such bonds shall be a charge upon and payable from the properties, or interest

therein pledged, or the income there from, or both. The holders of the revenue bonds of the City shall not have the right to demand payment thereof out of monies raised or to be raised by taxation. All such bonds shall be issued in conformity with the laws of the State of Texas. The City shall have the power to borrow money for public improvements in any other manner provided by law, including certificates of obligation as authorized by the Texas Local Government Code. All bonds and evidences of indebtedness of the City having been approved by the Attorney General and registered by the Comptroller of Public Accounts shall thereafter be incontestable in any court or other forum for any reason, and shall be valid and binding obligations of the City in accordance with their terms for all purposes.

The City shall not incur long term debt to finance current operations. Long term debt is defined as debt taking more than five years to retire. Short term debt is defined as taking less than five years to retire, and may be used to fund capital purchases of machinery, equipment and/or vehicles.

If any debt is issued to finance capital projects or improvements, the City shall retire the debt within a period not to exceed the useful life of the project or improvement being financed.



Budget Summaries

The Budget Summaries provide an overview of budgetary items and financial trends and include the City's Vision Statement, Organization-wide Goals, Comprehensive Master Plan Priorities, Performance Measures, Fund Structure and Dept/Fund Relationship charts, Basis of Accounting, Organizational Chart, Personnel Summary, Tax Revenue and Combined Revenues and Expenditures.



RICHMOND
EST. **TEXAS** 1837

Vision Statement

Great opportunities and significant challenges are ahead. The goals of the City Commission for this century are to

- encourage, promote, and welcome expanding residential and business growth and development;
- provide safe, secure, family-oriented communities;
- influence, foster and maintain the interest of safety;
- protect and preserve well-known historic sites and memorabilia and provide a healthy business and economic atmosphere.

It is our belief that each resident and business is of the utmost importance and deserves the very best that taxpayer dollars can provide in order to develop and maintain a city that is financially secure and one in which we can all be proud!

Summary of Organization-wide Goals

- | |
|---|
| ➤ encourage, promote, and welcome expanding residential and business growth and development |
|---|

Accounting & Collecting

- Provide financial information to City departments, citizens, mayor and commissioners in an effective and timely manner.
- Attract, retain and develop a quality workforce.

Building Department

- Streamline the permitting and inspection process.

Customer Service

- Develop a Customer Service training program to better meet the needs of customers.

Development Corporation of Richmond

- Implement recommendations of Target Industry Study.
- Develop and maintain respectful effective working relationships within the development community.
- Establish Farmers Market.

General Government

- Provide city services to citizens of Richmond in the most efficient and effective manner possible.

Human Resources

- Provide City services to the citizens of Richmond in the most efficient and effective manner possible.
- Annexation as a strategic growth tool to expand Richmond's population and tax base.

Information Technology

- Installation of Encode 180. This will encourage, promote and welcome expanding residential and business growth and development by providing for authoring, public presentation, and management of municipal codes, particularly zoning ordinances and land development regulations.

Information Technology

- Choose appropriate IT projects and manage these projects to insure the most efficient use of capital and the acquisition of solutions which will provide the highest level of service to the citizens of Richmond.

Meter

- Complete all new meter sets within 10 business days of the request.

Municipal Court

- To invest in the development of staff to meet the growth and demands of the City.

Planning

- Facilitate desirable and high-quality new developments that are compatible with the existing community.

Police

- Work with the community to improve the quality of life in Richmond and encourage, promote and welcome expanding residential and business growth and development.

Public Works

- Increase project related information to citizens to encourage, promote and welcome expanding residential and business growth and development.

Street

- Provide the traveling public with a safe environment for automobile and pedestrian traffic.

Surface Water

- Maximize surface water production to prolong the need for plant expansion.

Water Distribution

- To provide customers with a high standard of courteous and effective service that is responsive to the customer's needs.

- | |
|--|
| ➤ provide safe, secure, family-oriented communities; |
|--|

Parks

- Improve efficiency of park maintenance.

Planning

- Ensure a well-planned City which is safe, beautiful, and livable through the implementation of the Comprehensive Master Plan, Unified Development Code, and other Master Plans.

Police

- Foster a good relationship with our citizens in order to provide safe, secure, and family-oriented communities.
- Reduction of criminal activity through aggressive intervention utilizing behavior modification by general deterrence.

Public Works

- Increase neighborhood-wide clean-ups to provide safe, secure, family-oriented communities.

Sanitation

- Continue to provide excellent services with an efficient use of resources.

Street

- Rehabilitation of priority sidewalks.
- Maintain and update street inventory, sign inventory and asset inventory program.

Surface Water

- Provide a sustainable supply of excellent quality surface water.

Water Distribution

- Operate and maintain water production infrastructure in a manner to deliver safe, clean, and reliable potable water for use by the City's customers.

Water Production

- Operate and maintain water production infrastructure in a manner to deliver safe, clean, and reliable potable water for use by the City's customers.

- | |
|--|
| ➤ influence, foster and maintain the interest of safety; |
|--|

Emergency Management

- Update Comprehensive Emergency Plans: Review existing emergency operations plans, procedures, ordinances and related documents; ensure compliance with NIMS and Homeland Security Directives. Make recommendations for changes or enhancements.

Facilities

- To manage facilities in a safe and secure manner ensuring the optimum comfort level for employees and citizens.

Fire Marshal

- Fire Prevention and Inspections: Conducting regular fire and building inspections serves to maintain a safe environment to live, work, play and travel within our borders. The Fire Marshal's Office will conduct initial inspections on all commercial occupancies within the city limits. These initial inspections will be completed by September 1, 2020.

General Government

- Work to implement most economical rate for surface water.

Information Technology

- Document application software and multi-user hardware installations and provide proactive support on UPS's, data backup, and hardware thus minimizing outages that may cause system downtime.

Police

- Maintain the same level of service as the city grows thus influencing, fostering and maintaining the highest level of safety.

Street

- Encourage and promote employees to receive continuing education.

Water Distribution

- To be compliant with all applicable Local, State, and Federal environmental laws and policies.

Water Production

- To be compliant with all applicable Local, State, and Federal environmental laws and policies.

Wastewater Collection

- Convey wastewater from the customer to the treatment plant in compliance with all regulatory requirements and as effectively as possible.

Wastewater Treatment

- Treat wastewater to a level that is compliant with all regulatory requirements and as efficiently as possible.

- protect and preserve well-known historic sites and memorabilia and provide a healthy business and economic atmosphere.

Development Corporation of Richmond

- Strengthen the awareness and image of Richmond throughout the region.

General Government

- Improve records imaging and indexing system.

Facilities

- Provide a safe, clean and comfortable work environment for employees and the City's customers.
- To manage facilities in a safe and secure manner ensuring the optimum comfort level for employees and citizens.

Human Resources

- Strengthen the awareness and image of Richmond throughout the region.

Meter

- Maintain accounts with meters that are changed out according to manufacture specifications.
- Complete routine billing work orders in a timely manner.

Municipal Court

- Continue to improve technology in the Court Department to strengthen the image of Richmond.

Planning

- Ensure preservation of historic properties and community assets.

Water Production

- Maintain production facility infrastructure to extend the useful life of equipment and assets.

Comprehensive Master Plan Priorities

- A. Use annexation as a strategic growth tool to expand Richmond’s population and tax base.
- B. Leverage Public investments to enhance the existing community and promote growth.
- C. Strengthen transportation connections and increase choices between ways to travel.
- D. Elevate the appearance, quality, and compatibility of development.
- E. Create mixed-use activity centers that serve as community destinations.
- F. Rehabilitate and preserve Richmond’s existing neighborhoods and community assets.
- G. Partner with existing local businesses to assist in their success and improve access to resources.
- H. Diversify Richmond’s business and employer mix through innovation and strategic recruitment.
- I. Enhance and preserve Richmond’s natural amenities.
- J. Strengthen the awareness and image of Richmond throughout the region.

Summary of Comprehensive Master Plan Top-Ranked Priorities

- ✓ A. Use annexation as a strategic growth tool to expand Richmond’s population and tax base.
 - ✓ Public Works - Complete assessments and master plans for water, wastewater, reuse and storm water to ensure adequate capacities are available for future growth and address any deficiencies.
- ✓ B. Leverage Public investments to enhance the existing community and promote growth.
 - ✓ Fire - To provide a safe, secure and family-oriented community by influencing, fostering and maintaining the interest of safety.
- ✓ C. Strengthen transportation connections and increase choices between ways to travel.
 - ✓ Fleet Maintenance - Maintain and ensure a safe operating fleet.
- ✓ D. Elevate the appearance, quality, and compatibility of development.
 - ✓ Building Department - Educate staff on the 2015 International Building Codes Unified Development Code and laws.

✓ E. Create mixed-use activity centers that serve as community destinations.

- ✓ Development Corporation of Richmond - Prepare for development of a Richmond Business Park.

✓ F. Rehabilitate and preserve Richmond's existing neighborhoods and community assets.

- ✓ Fire Marshal – Partnership with local community outreach organizations and non-profits to provide assistance to property owners in efforts to rehabilitate and preserve Richmond's existing neighborhoods and community assets. These partnerships will be initiated during the first quarter of FY2020 with action steps developed by the close of FY2020.
- ✓ Parks - Maintain landscapes and appearance of City facilities and monuments.

✓ G. Partner with existing local businesses to assist in their success and improve access to resources.

✓ H. Diversify Richmond's business and employer mix through innovation and strategic recruitment.

- ✓ Development Corporation of Richmond - Prepare an Economic Development Plan.

✓ I. Enhance and preserve Richmond's natural amenities.

- ✓ Parks - Provide a safe and esthetically pleasing park environment for citizens and visitors.

✓ J. Strengthen the awareness and image of Richmond throughout the region.

- ✓ Development Corporation of Richmond - Identify and focus on up to three key investments and/or image-setting areas of Richmond.
- ✓ Emergency Management - Enhance innovation and workplace excellence to reduce the City's disaster risk: Work with internal and external customers/partners to identify ways we can better manage, reduce or mitigate homeland security and emergency risks from natural, technological or terrorism events using an "All Hazards Approach".
- ✓ Facilities - Continuously seek ways to improve the service to our employees, citizens and visitors to our city.

**Summary of Performance Measures
 categorized by Organization-wide Goals**

- encourage, promote, and welcome expanding residential and business growth and development;

Customer Service	FY 17-18	FY 18-19	FY 19-20
Customer Service Trainings	2	2	4
Implementation of E-Bill (% complete)	0	0	25%
Conversion to paperless customer files (% complete)	0	0	25%
Development Corporation of Richmond			
Updating incentive policy to reflect Target Industry Study	N/A	In progress	Approval
Increasing traffic to DCR webpage	0%	50% +	100% +
Increase number of impressions and interactions	0%	50% +	100% +
Successful opening and operation of Farmer's Market	N/A	In progress	Opening
Conduction of a Business Park Feasibility Study	N/A	In progress	Completed
Creation of an Economic Development Plan	N/A	In progress	Completed
General Government			
Number of construction contracts	7	7	7
Number of commission meetings	12	12	12
Number of workshops	5	5	5
Number of special meetings	10	10	10
Municipal Court			
Conversion to paperless (percent completed)	10%	20%	50%
Planning			
GIS maps generated	10	15	15
Complete Master Plan Adoption	0	0	0
Comprehensive Master Plan Review/Update	0	1	1
Historic District Program - Award Applications	0	0	1
Sanitation			
Contractor service complaints (per month)	<1%	<1%	< 1%

- provide safe, secure, family-oriented communities;

Emergency Management	FY 17-18	FY 18-19	FY 19-20
Emergency Plans revised percent accomplished	Yes	Yes	Yes
Fire			
Fire Safety Education for Public Schools	100%	100%	100%
Response Time Less Than Five Minutes Thirty Seconds	85%	85%	90%
Fire Marshal			
Fire safety inspections on commercial occupancies	95%	95%	100%
Percent of calls answered in two days	95%	90%	100%
Municipal Court			
Number of cases disposed within 180 day of filing	56%	58%	70%

➤ provide safe, secure, family-oriented communities; *(Continued)*

Parks	FY 17-18	FY 18-19	FY 19-20
Park area maintained (square acres)	323	330	330
Inspection of play areas and equipment (per year)	12	12	12
Police			
Acknowledge customer complaints with 48 hours	100%	100%	100%
Sanitation			
Number of recycling events	2	2	2
Street			
Percent of sidewalks rehabbed	10%	75%	90%
Signs maintained (replaced or repaired)	492	590	600
Surface Water			
Water Quality Percent Compliance	100%	100%	100%
Wastewater Collection			
Lateral Collection lines televised/cleaned per year (feet)	500	800	1,000
Percent of emergency calls answered within one hour	99%	99%	99%
Water Distribution			
Number of bacteriological samples collected	40	40	60
Dead end mains flushed per year	1,500	1,520	1,520
Percentage of calls responded within one hour	99%	99%	99%
Water Production			
TCEQ MCL violations	1	0	0
Number of water quality tests per year	9,500	9,500	9,500
Percentage of calls responded within one hour	99%	99%	99%
Wastewater Treatment			
Wastewater quality samples	20,000	20,000	20,000
TCEQ violations	0	0	0
Percent of calls responded within one hour	99%	99%	99%

➤ influence, foster and maintain the interest of safety;

Accounting and Collecting	FY 17-18	FY 18-19	FY 19-20
GFOA Excellence in Financial Reporting Award	Yes	Yes	Yes
GFOA Distinguished Budget Presentation Award	Yes	Yes	Yes
Employee cross-training accomplished	80%	80%	100%
Budgeted training courses attended	90%	100%	100%
Planned procedures reviewed	80%	80%	100%
Building Department			
Number of educational meetings with staff	40	28	30
Emergency Management			
Percent of employees w/minimum NIMs requirements	100%	95%	100%
Facilities			
Number of days lost to injury/illness	0	0	0
Percent of days performing all assigned tasks	100%	100%	100%

City of Richmond
 Annual Budget
 FY2019-2020

➤ influence, foster and maintain the interest of safety; *(Continued)*

Fire	FY 17-18	FY 18-19	FY 19-20
Meet ISO recommended drills	70%	75%	75%
Provide EMS and Fire continuing education tracking	75%	85%	90%
Fire Marshal			
Development meeting attendance	90%	95%	95%
Meter			
Percentage of calls responded to within 1 hour	99%	99%	99%
Municipal Court			
Number of training hours completed	50	120	126
Police			
Initiated and Expanding Coffee with a Cop Program	4	5	5
Public Works			
Development review - distribution and review	78	200	200
Safety training events per year	12	12	12
Lost time accidents	0	0	0
Street			
Percent of employee training accomplished	100%	100%	100%
Surface Water			
Preventative Maintenance	33%	100%	100%
Fleet Maintenance			
Tri-annual preventive maintenance/24 point inspection	363	372	372
Maintain and monitor fueling system/reconciliation of usage	100%	100%	100%
Fleet make ready to be completed within (days)	7-14 days	7-14 days	7-14 days
Percent accuracy of fleet repairs	98%	98%	98%

Description of Fund Structure

The financial structure of the budget is organized by funds. A fund is a self-balancing set of accounts. Governmental budgeting and accounting is based on a series of funds, each with separate revenues, expenditures, and balances. Each fund is set up for a separate purpose and each fund balances its assets against liabilities and any residual becomes fund balance.

The City of Richmond utilizes Governmental and Proprietary funds. Governmental funds are used for most governmental activities, while the Proprietary funds are used on the self-financing, business like activities.

Basis of Accounting

Governmental Funds use the modified accrual basis of accounting. Revenues are recognized when measurable and available to pay expenditures in the current accounting period and expenditures are recognized when the goods or services are received.

Proprietary Funds use the full accrual basis of accounting. Revenues are recorded when measurable and earned, and expenses are recognized when a good or service is used.

Governmental Type Funds

General Fund – accounts for the resources used to finance the fundamental operations of the City. The principal sources of revenue of the General Fund are property taxes, sales and use taxes, fines and forfeitures, permits, licenses and sanitation. Expenditures are for general government, public safety, and public works.

Debt Service Fund - accounts for the resources accumulated and payment made for principal and interest on long-term general obligation debt of governmental funds. The primary source of revenue for debt service is property taxes.

Special Revenue Funds - account for revenue sources that are restricted for particular purposes. Funds under this category include: Festivals Fund, Park Improvement Fund; Narcotics Seizure City Fund; State Narcotics Fund; Federal Narcotics Fund; Hotel Occupancy Tax Fund; CDBG Grant Fund; TCLEOSE Grant (Fire) Fund; Municipal Court Technology Fund; Municipal Court Building Security Fund; and TCLEOSE Grant (Police)Fund.

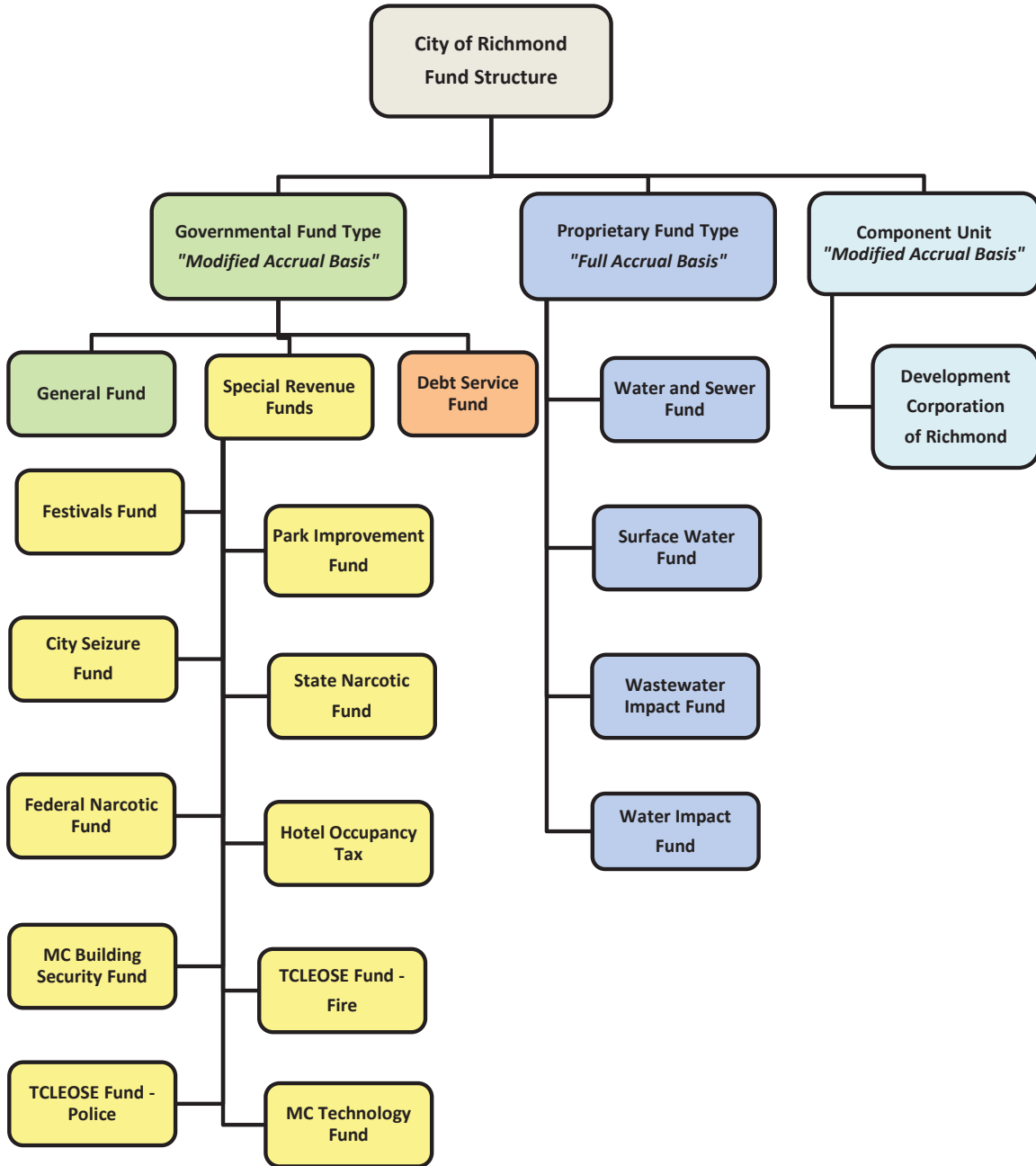
Proprietary Type Funds

Water and Sewer Fund accounts for the operations that provide water and wastewater utility services to the public. The services are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that costs (including depreciation) of providing goods and services to the general public will be financed or recovered primarily through user charges. Other funds included under this category as per the Comprehensive Annual Financial Report are the Surface Water Fund; Wastewater Impact Fund; and the Water Impact Fee Fund.

Component Unit Funds

Component Units are legally separate organizations for which the elected officials of the primary government are financially accountable. The Development Corporation of Richmond is the only fund in this category.

Organizational Fund Chart



Basis of Accounting

The basis of accounting refers to the timing of when revenues and expenditures/expenses are recognized and reported. The City utilizes the *modified accrual basis of accounting* and the *full accrual basis of accounting*. The recognition of revenues and expenditures/expenses under each method are described below:

Basis of Accounting	Revenues	Expenditures / Expenses
Modified Accrual	Recognized in the period when they become both "measurable" and "available"* to finance expenditures of the current period	Generally recorded when a liability is incurred; however, debt service expenditures and expenditures related to compensated absences and claims and judgements, are recognized to the extent they are due and payable
Full Accrual	Recorded when they are earned (whether or not cash is received at the time)	Recorded when goods and services are received (whether cash disbursements are made at the time or not)

* Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. The City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period.

The basis of accounting methods are used for each of the funds in the City's budget and the City's financial statements are as follows:

Funds	Budget Basis	Financial Statement Basis
Water & Sewer Fund *	Modified Accrual	Full Accrual
Surface Water Fund *	Modified Accrual	Full Accrual
Water Impact Fund *	Modified Accrual	Full Accrual
WW Impact Fund *	Modified Accrual	Full Accrual
All Other Funds	Modified Accrual	Modified Accrual

* The budgetary basis of accounting for the City's Proprietary Funds differs from the financial statement basis of accounting primarily due to State laws.

The major differences are as follows:

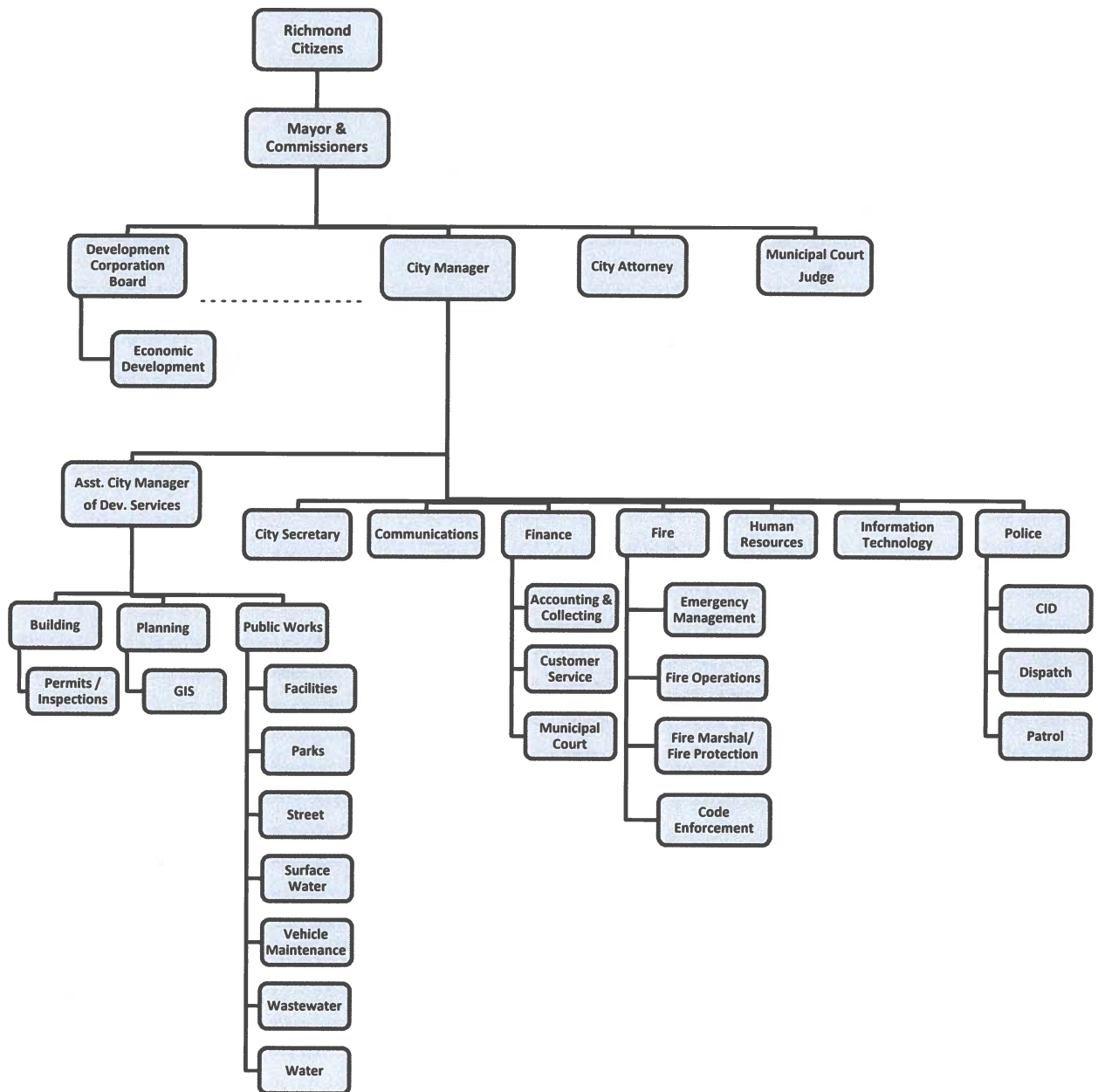
- * Depreciation expense is not included in the budget.
- * Capital Outlays are budgeted as expenditures and are reported as assets in the City's financial statements.
- * Principal payments on debt are budgeted as expenditures and are reported as reductions of the liability in the City's financial statements.

Department / Fund Relationships

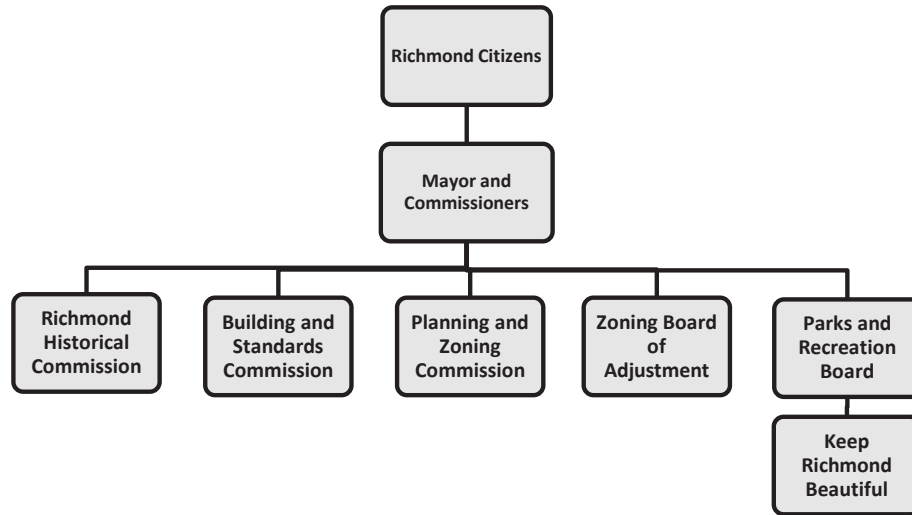
The following table displays the relationships between the funds and departments.

<u>Department</u>	<u>General Fund</u>	<u>Water & Sewer Fund</u>	<u>Special Revenue Fund</u>
General Government	X		
Human Resources	X		
Public Works	X		
Fleet Maintenance	X		
Information Technology	X	X	
Street	X		
Sanitation	X		
Police	X		X
Fire - Central	X		X
Fire - Station #2	X		
Fire - Station #3	X		
Emergency Management	X		
Fire Marshal	X		X
Building	X		
Parks	X		X
Facilities	X		
Planning	X		
Municipal Court	X		X
Accounting & Collecting		X	
Customer Service		X	
Meter		X	
Water Production		X	X
Water Distribution		X	X
Wastewater Collection		X	X
Wastewater Treatment		X	X
Other Water and Sewer		X	X

City of Richmond
 Organizational Chart



**City of Richmond
Boards and Commissions**



City of Richmond
Annual Budget
FY 2019-2020

Summary of Personnel
(Full-time Equivalent Positions)

Fund/Department Position Title	Actual 2017-2018	Estimate 2018-2019	Budget 2019-2020	Percent +/(-)
GENERAL FUND:				
<u>General Government (10-5100)</u>				
City Manager	1	1	1	
Asst. City Manager of Development Services	1	1	0	
Economic Development Director	1	1	1	
City Attorney	1	1	1	
City Secretary	1	1	1	
Communication Specialist	1	1	1	
Administrative Assistant	1	1	1	
Subtotal	7	7	6	-14%
<u>Human Resources (10-5102)</u>				
Human Resources Director	0	0	1	
Human Resources Coordinator	0	0	1	
Subtotal	0	0	2	100%
<u>Public Works (10-5105)</u>				
Asst. City Manager/Community Development	0	0	1	
Public Works Director	1	0	0	
Administrative Manager	0	1	1	
Executive Secretary	1	1	1	
Subtotal	2	2	3	50%
<u>Fleet Maintenance (10-5110)</u>				
Mechanic II	1	1	1	
Mechanic III	1	1	1	
Subtotal	2	2	2	0%
<u>Information Technology (10-5115)</u>				
Information Systems Coordinator	1	1	1	
IT Analyst	1	1	1	
Subtotal	2	2	2	0%
<u>Streets (10-5120)</u>				
Assistant Public Works Director	1	1	1	
Street Superintendent	1	1	1	
Foreman	1	1	1	
Crew Chief	1	2	2	
Equipment Operator	3	3	3	
Equipment Operator II	3	3	3	
Easement Maintenance Specialist	1	1	1	
Sign Tech	1	1	1	
Part-time Laborer	0.48	0.48	0.48	
Subtotal	12.48	13.48	13.48	0%

City of Richmond
Annual Budget
FY 2019-2020

Summary of Personnel
(Full-time Equivalent Positions)

Fund/Department Position Title	Actual 2017-2018	Estimate 2018-2019	Budget 2019-2020	Percent + / (-)
<u>Police (10-5140)</u>				
Police Chief	1	1	1	
Assistant Police Chief	1	1	1	
Police Lieutenant	4	4	4	
Police Sergeant	3	3	3	
Police Corporal	3	3	3	
Detective	3	3	3	
Crime Scene Investigator	2	2	2	
Police Officer	14	17	17	
Technology Officer	1	1	1	
K9 Officer	1	1	1	
Administrative Assistant	1	1	1	
Telecommunicator	10	10	10	
Records Specialist	1	1	1	
Custodian	0	0	1	
Subtotal	45	48	49	2%
<u>Fire (10-5150)</u>				
Fire Chief	1	1	1	
Assistant Fire Chief	1	1	1	
Training Chief	1	1	1	
Battalion Chief	3	3	3	
Lieutenant	9	9	9	
Firefighters	21	21	21	
Code Enforcement Officer	1	1	1	
Administrative Coordinator	1	1	1	
Part-Time Firefighters	5.21	3.91	2.47	
Subtotal	43.21	41.91	40.47	-3%
<u>Emergency Management (10-5152)</u>				
Emergency Management Coordinator	1	1	1	
Subtotal	1	1	1	0%
<u>Fire Marshal (10-5153)</u>				
Fire Marshal	1	1	1	
Arson Investigator	4	2	2	
Subtotal	5	3	3	0%
<u>Building (10-5159)</u>				
Building Official	1	1	1	
Lead Permits Specialist	1	1	1	
Permits Specialist	2	2	2	
Inspector	0	2	2	
Subtotal	4	6	6	0%

City of Richmond
 Annual Budget
 FY 2019-2020

Summary of Personnel
 (Full-time Equivalent Positions)

Fund/Department Position Title	Actual 2017-2018	Estimate 2018-2019	Budget 2019-2020	Percent +/(%)
<u>Parks (10-5160)</u>				
Foreman	1	1	1	
Crew Chief	1	1	1	
Maintenance Worker	1	1	1	
Maintenance Worker II	3	3	3	
Subtotal	6	6	6	0%
<u>Facilities (10-5170)</u>				
Facility Operations Technician	1	1	1	
Custodian	2	2	1	
Subtotal	3	3	2	-33%
<u>Planning (10-5175)</u>				
Planning Director	1	1	1	
Associate Planner	1	1	1	
GIS Specialist	1	1	1	
Subtotal	3	3	3	0%
<u>Municipal Court (10-5180)</u>				
Court Administrator	1	1	1	
Court Clerk	2	2	2	
Bailiff	1	1	1	
Subtotal	4	4	4	0%
Total General Fund	139.69	142.39	142.94	0%
<u>WATER AND SEWER FUND:</u>				
<u>Accounting & Collecting (20-5200)</u>				
Finance Director	1	1	1	
Finance Manager	1	1	1	
Human Resources Director	0	1	0	
Human Resources Coordinator	1	1	0	
Quality Assurance Coordinator	1	1	1	
Project Revenue Accountant	1	1	1	
Accounts Payable Specialist	1	1	1	
Subtotal	6	7	5	-29%
<u>Customer Service (20-5210)</u>				
Utility Billing/Customer Service Supervisor	1	1	1	
Customer Service Specialist	3	3	3	
Billing Specialist	1	1	1	
Subtotal	5	5	5	0%

City of Richmond
 Annual Budget
 FY 2019-2020

Summary of Personnel
 (Full-time Equivalent Positions)

Fund/Department Position Title	Actual 2017-2018	Estimate 2018-2019	Budget 2019-2020	Percent + / (-)
<u>Meter (20-5215)</u>				
Customer Service Technician	2	2	2	
Subtotal	2	2	2	0%
<u>Water Production (20-5260)</u>				
Foreman	1	1	1	
Plant Operator	0	0	0	
Plant Operator II	2	2	2	
Utilities Coordinator	1	1	1	
Subtotal	4	4	4	0%
<u>Water Distribution (20-5265)</u>				
Field Operations Superintendent	1	1	1	
Foreman	1	1	1	
Crew Chief	1	1	1	
Equipment Operator II	2	2	2	
Maintenance Worker	3	3	2	
Maintenance Worker II	1	1	2	
Construction Inspector *	0.50	0.50	0.50	
Subtotal	9.50	9.50	9.50	0%
<u>Wastewater Collection (20-5270)</u>				
Crew Chief	1	1	1	
Maintenance Worker	2	2	2	
Construction Inspector *	0.50	0.50	0.50	
Subtotal	3.50	3.50	3.50	0%
<u>Wastewater Treatment (20-5275)</u>				
Field Operations Superintendent	1	1	1	
Foreman	1	1	2	
Wastewater Plant Operator	1	2	2	
Wastewater Plant Operator II	2	1	1	
Wastewater Chief Operator	1	1	0	
Maintenance Worker	1	1	1	
Maintenance Worker II	1	1	1	
Subtotal	8	8	8	0%
Total Water and Sewer Fund	38	39.00	37.00	-5%

City of Richmond
 Annual Budget
 FY 2019-2020

Summary of Personnel
 (Full-time Equivalent Positions)

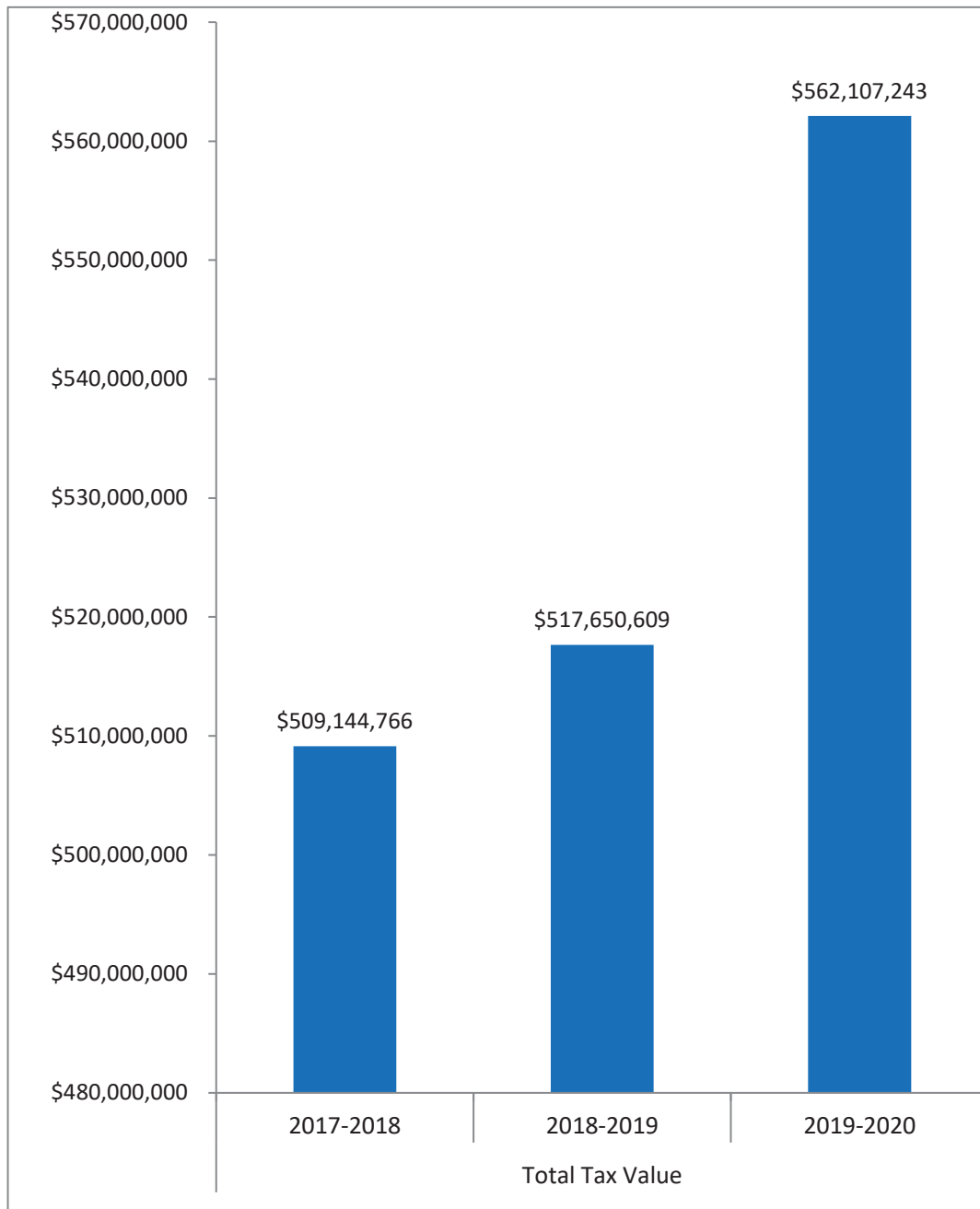
Fund/Department Position Title	Actual 2017-2018	Estimate 2018-2019	Budget 2019-2020	Percent + / (-)
SURFACE WATER FUND:				
<u>Surface Water (22-5222)</u>				
Surface Water Chief Operator	1	1	1	
Surface Water Plant Lead Operator	1	1	1	
Surface Water Plant Operator	1	1	1	
Subtotal	<u>3</u>	<u>3</u>	<u>3</u>	0%
Total Surface Water Fund	<u><u>3</u></u>	<u><u>3</u></u>	<u><u>3</u></u>	0%
Total All Funds	180.69	184.39	182.94	-1%
			Full-time Positions: 180.00	
			Part-time Positions: 2.94	
			<u>TOTAL FULL-TIME EQUIVALENTS: 182.94</u>	

City of Richmond
Annual Budget
FY 2019-2020

Tax Revenue and Distribution

	Actual 2017-2018		Budget 2018-2019		Estimate 2018-2019		Budget 2019-2020	
Real Estate	\$768,538,309		\$807,560,401	5%	\$807,560,401	5%	\$841,131,728	4%
Personal Property	\$67,558,042		\$66,154,935		\$66,154,935		\$66,858,171	
Total Tax Roll	\$836,096,351		\$873,715,336	4%	\$873,715,336	4%	\$907,989,899	4%
Homestead cap adj.	\$5,290,700		\$5,250,000		\$5,250,000		\$3,936,268	
Exempt Property	\$307,682,450		\$337,375,081		\$337,375,081		\$333,566,642	
Productivty Loss	\$6,084,140		\$6,010,320		\$6,010,320		\$6,230,090	
Disabled Vet.	\$2,509,657		\$2,951,729		\$2,951,729		\$3,314,569	
Over 65	\$4,507,222		\$4,438,451		\$4,438,451		\$4,432,871	
Historic Exemptions	\$0		\$25,000		\$25,000		\$168,940	
Disaster Exemption	\$723,560		\$0		\$0		\$0	
Misc. Exemptions	\$153,856		\$14,146		\$14,146		\$43,482	
Total Exemptions	\$326,951,585	39%	\$356,064,727	41%	\$356,064,727	41%	\$351,692,862	39%
Under ARB Review	\$0		\$2,102,534		\$0		\$5,810,206	
Total Tax Value	\$509,144,766		\$519,753,143	2%	\$517,650,609	2%	\$562,107,243	9%
Tax Rate per \$100	0.7100		0.69990		0.69990		0.69990	
Est. Tax Levy	\$3,614,928		\$3,637,752		\$3,623,037		\$3,934,189	
% of Collections	98%		98%		98%		98%	
Est. Collections	\$3,542,629		\$3,564,997.20		\$3,550,576		\$3,855,505	
Delinquent Collections	\$56,053		\$25,000		\$57,000		\$65,000	
Est. Funds	\$3,598,682		\$3,589,997		\$3,607,576		\$3,920,505	
M & O Revenue	\$2,869,746		\$2,848,323		\$2,727,931		\$2,894,201	
Debt Service	\$1,024,507		\$741,674		\$822,645		\$961,304	
Development Corp.	\$254,529		\$250,363		\$250,363		\$257,388	
Water and Sewer	\$700,480		\$700,480		\$688,645		\$685,350	
M & O Rate	0.5652		0.5403		0.5403		0.5254	
Debt Service Rate	0.1448		0.1596		0.1596		0.1745	

Total Tax Value Chart

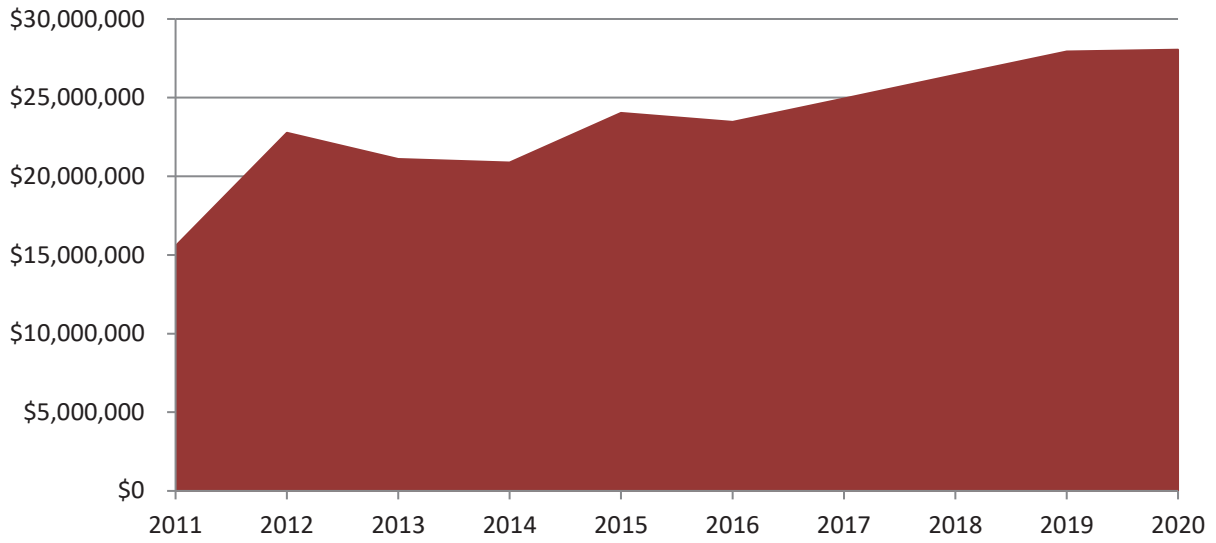


Combined Revenues and Expenditures
General, Water & Sewer and Debt Service Fund
For the Fiscal Year ending September 30, 2020

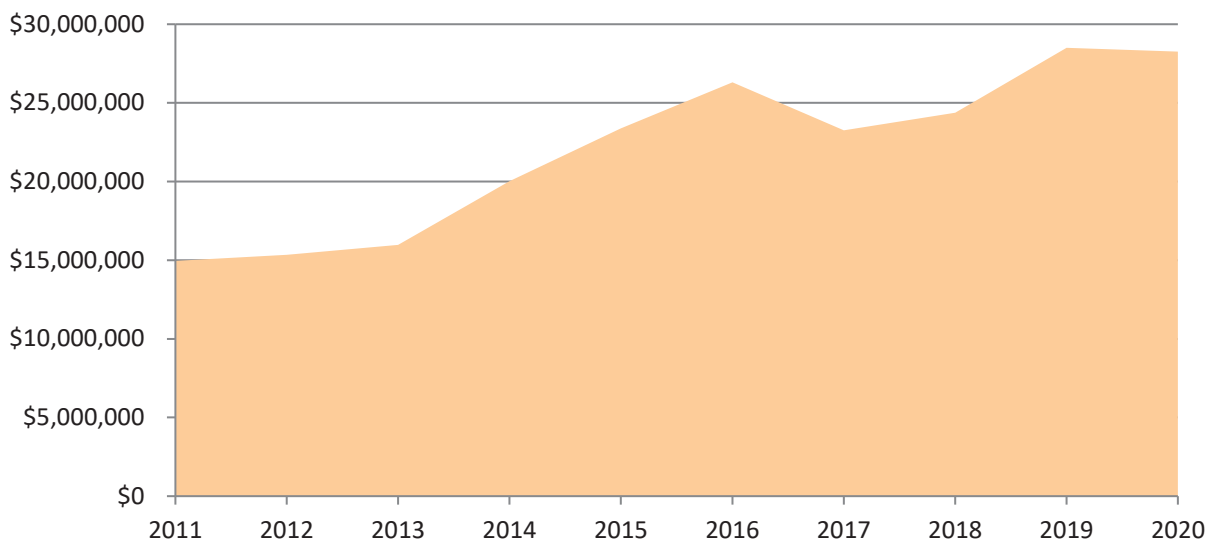
Revenues Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020
Property Tax - Current	\$3,492,762	\$3,564,997	\$3,534,684	\$3,855,505
Property Tax - Delinquent	\$112,393	\$55,000	\$128,081	\$87,000
Total Property Tax	\$3,605,155	\$3,619,997	\$3,662,765	\$3,942,505
Water Sales & Service	\$3,600,046	\$4,320,000	\$3,397,298	\$4,080,000
Sewer Sales & Service	\$3,156,953	\$3,937,500	\$3,286,800	\$3,800,000
Tax Penalty and Interest	\$49,824	\$35,000	\$70,624	\$58,600
Sales Tax - State	\$4,554,674	\$4,645,000	\$4,476,824	\$4,645,000
Mixed Beverage Tax	\$14,245	\$15,000	\$18,000	\$18,500
Garbage Collection Fees	\$1,696,088	\$1,865,797	\$1,580,400	\$1,865,797
Licenses and Permits	\$313,921	\$350,000	\$284,500	\$350,000
Inspection Fees	\$245,666	\$260,000	\$383,070	\$396,000
Utility Gross Receipts	\$759,288	\$800,000	\$683,880	\$690,000
Court Fines	\$367,193	\$360,000	\$425,000	\$430,000
Miscellaneous	\$1,298,106	\$678,500	\$596,657	\$727,300
Intergovernmental Revenues	\$1,314,648	\$1,120,146	\$663,000	\$853,617
Rent	\$9,000	\$0	\$1,500	\$0
Fire Protection Fees	\$2,346,402	\$2,500,000	\$2,477,280	\$2,642,145
Capital Contributions M215	\$0	\$0	\$9,993	\$9,972
Interfund Transfers In	\$3,119,589	\$3,428,363	\$3,428,363	\$3,492,388
Interest	\$6,246	\$6,030	\$15,535	\$46,232
Total Revenues	\$26,457,043	\$27,941,333	\$25,461,489	\$28,048,056
Expenditures				
Salaries & Benefits	\$12,823,931	\$15,180,177	\$14,106,756	\$15,194,337
Materials; Supplies; Services	\$7,058,813	\$7,512,235	\$7,361,538	\$7,438,680
Capital Outlay	\$287,639	\$707,056	\$1,442,169	\$458,688
Interfund Transfers Out	\$2,563,000	\$3,178,000	\$3,178,000	\$3,235,000
Subtotal Expenditures	\$22,733,384	\$26,577,468	\$26,088,463	\$26,326,705
Debt Service	\$935,295	\$984,392	\$987,892	\$989,425
Debt Service - Water & Sewer	\$700,480	\$688,645	\$688,645	\$685,350
Debt Service - Surface Water	\$0	\$0	\$0	\$0
Debt Service - Dev. Corp.	\$0	\$250,363	\$250,363	\$257,388
	\$1,635,775	\$1,923,400	\$1,926,900	\$1,932,163
Total Expenditures	\$24,369,159	\$28,500,868	\$28,015,363	\$28,258,868
Net Change In Fund Balance	\$2,087,884	(\$559,535)	(\$2,553,873)	(\$210,811)
Beginning Fund Balance	\$8,560,118	\$10,648,002	\$10,648,002	\$10,088,467
Ending Fund Balance	\$10,648,002	\$10,088,467	\$8,094,129	\$9,877,655

Financial Trends

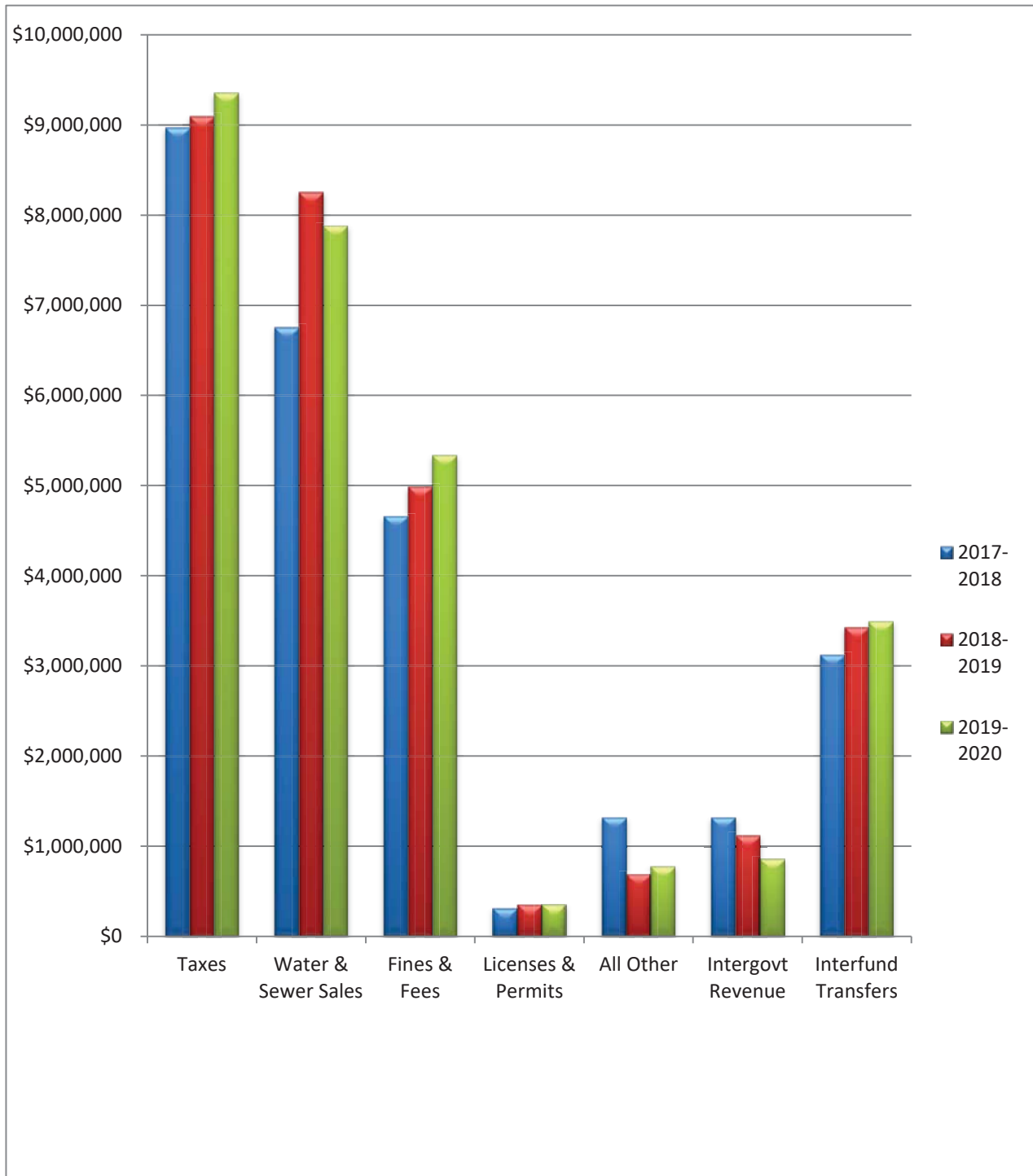
Combined Revenue Last Ten Years



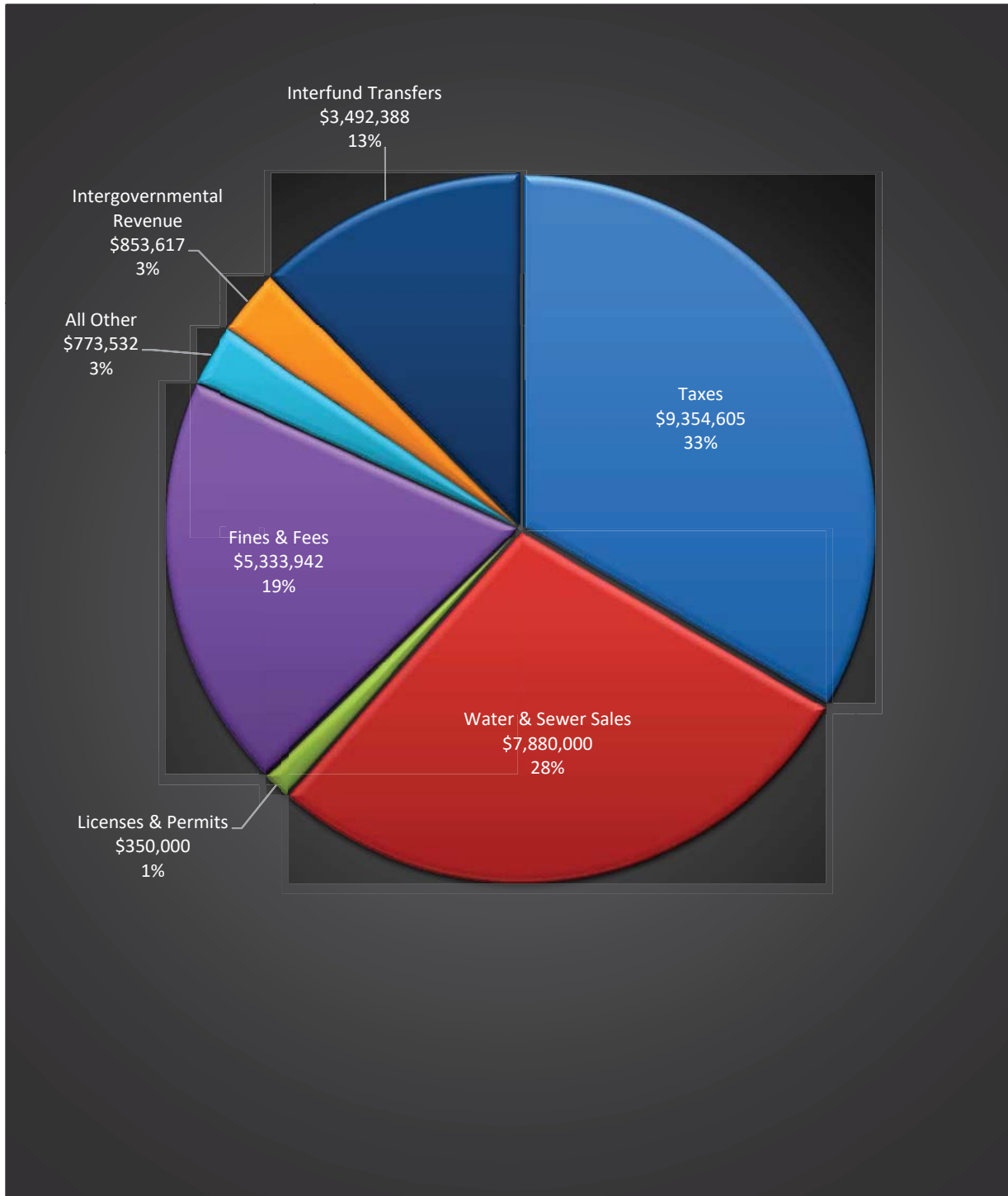
Combined Expenditures Last Ten Years



Revenue Trends Based on Past Performance



FY 2019-2020 Revenue Chart





GENERAL FUND

The General Fund accounts for the resources used to finance the fundamental operations of the City. The principal sources of revenue of the General Fund are property taxes, sales and use taxes, franchise taxes, fines and forfeitures, and licenses and permits. Expenditures are for General Government, Public Safety, Public Works and Community Development.

General Fund
Long-Range Financial Forecast

LONG-RANGE FINANCIAL FORECAST

	Actual 2017-18	Budget 2018-19	% Δ	Estimate 2018-19	% Δ	Budget 2019-20
Beginning Fund Balance	\$4,953,873	\$4,685,186		\$5,934,251		\$5,072,146
Revenues:						
Property Taxes	\$2,907,049	\$2,842,062	-2%	\$2,872,229	1%	\$3,004,201
Garbage Collection	\$1,696,088	\$1,865,797	10%	\$1,580,400	-15%	\$1,865,797
Municipal Court Fines	\$367,193	\$360,000	-2%	\$425,000	18%	\$430,000
Sales Tax - State	\$4,554,674	\$4,645,000	2%	\$4,476,824	-4%	\$4,645,000
Mixed Beverage Tax	\$14,245	\$15,000	5%	\$18,000	20%	\$18,500
Utility Receipts Tax	\$759,288	\$800,000	5%	\$683,880	-15%	\$690,000
Intergovt. Revenue	\$1,280,432	\$1,120,146	-13%	\$663,000	-41%	\$853,617
License & Permits	\$313,921	\$350,000	11%	\$284,500	-19%	\$350,000
Charges for Services	\$2,604,117	\$2,772,800	6%	\$2,877,750	4%	\$3,055,545
Interest	\$3,937	\$5,000	27%	\$12,200	144%	\$42,792
Transfer from Other Funds	\$1,862,520	\$2,489,355	34%	\$2,489,355	0%	\$2,549,650
Other Income	\$38,139	\$65,000	70%	\$55,009	-15%	\$54,972
Total Revenues	\$16,401,604	\$17,330,160	6%	\$16,438,147	-5%	\$17,560,075
Expenditures:						
Salaries & Fees	\$10,666,732	\$12,416,736	16%	\$11,683,261	-6%	\$12,479,682
Materials & Supplies	\$4,468,380	\$4,664,375	4%	\$4,380,622	-6%	\$4,850,459
Capital Outlay	\$286,113	\$707,056	147%	\$1,236,369	75%	\$449,064
Total Expenditures	\$15,421,225	\$17,788,167	15%	\$17,300,252	-3%	\$17,779,205
Ending Fund Balance	\$5,934,251	\$4,227,179		\$5,072,146		\$4,853,016
Target = 60 Days						
Fund Bal as % of Exp	38.48%	23.76%		29.32%		27.30%
Fund Bal in Days	140	87		107		100

Contributing Factors:

The City's sales tax revenue experienced strong growth over the past several years and is expected to slow as economic development activity begins to converge with projection. The City has not met its current revenue expectation in FY2019 and until we achieve that milestone it is not feasible to target an increase because of the cycle of volatility and uncertainty with growth, it's important to remain conservative with our expectations.

%
Δ

Forecast			
2020-21	2021-22	2022-23	2023-24

Revenue Assumptions

Property Tax: The City continues to benefit from a strong diversification of its property tax base. Even though exempt values (a result of our County-seat status) continue to plague the City. This year's non-taxable value declined from 42% to 39%. This budget adopted a property tax rate of \$0.6999.

Garbage & Charges for Services: The increase in garbage services are due to multiple years of CPI increases received from the provider which had not been passed on to the customers until absolutely necessary.

Sales Tax: were projected at a flat estimate for FY2020. The City experienced strong growth but is expected to slow as economic development activity begins to converge with projections.

Intergovernmental Revenue: include anticipated reimbursements for funds expended during the response to the May 2016 Flooding event, the administrative costs for Hurricane Harvey, and reimbursements for the HIDTA grant.

Expenditure Assumptions

Salaries & Wages: Includes an anticipated increase in health insurance rates of 15% and a cost of living increase of 4%.

Materials & Supplies: Increase in cost of materials to keep pace with the 3.91% CPI increase and an increase in department training budgets.

	\$4,853,016	\$5,066,756	\$4,987,909	\$4,534,639
5%	3,124,369	3,186,857	3,186,857	3,186,857
18%	1,903,113	1,941,175	1,979,999	2,019,599
1%	432,150	434,311	436,482	438,665
4%	4,691,450	4,785,279	4,880,985	4,978,604
3%	18,685	19,059	19,440	19,829
1%	690,000	696,900	703,869	710,908
29%	500,000	500,000	500,000	500,000
23%	357,000	364,140	371,423	378,851
6%	3,177,767	3,304,877	3,437,073	3,574,555
251%	42,792	42,792	42,792	42,792
2%	3,343,292	3,486,446	3,635,797	3,791,617
0%	54,972	54,972	54,972	54,972
7%	\$18,335,590	\$18,816,808	\$19,249,688	\$19,697,248
7%	12,978,869	13,498,024	14,037,945	14,599,462
11%	5,092,982	5,347,631	5,615,013	5,895,763
-64%	50,000	50,000	50,000	50,000
3%	\$18,121,851	\$18,895,655	\$19,702,957	\$20,545,226
	\$5,066,756	\$4,987,909	\$4,534,639	\$3,686,661

27.96%	26.40%	23.02%	17.94%
102	96	84	65

City of Richmond
Annual Budget
FY 2019-2020

General Fund
Revenues and Expenditures

	Actual 2017-2018	Budget * 2018-2019	Estimate 2018-2019	Base 2019-2020	Budget 2019-2020	Percent +/(-)
10-3000 Property Tax-Current	\$2,786,575	\$2,752,062	\$2,712,040	\$2,894,201	\$2,894,201	5.16%
10-3005 Property Tax-Delinquent	\$83,171	\$55,000	\$105,985	\$65,000	\$65,000	18.18%
Total Property Tax	\$2,869,746	\$2,807,062	\$2,818,025	\$2,959,201	\$2,959,201	5.42%
10-3010 Tax Penalty and Int	\$37,303	\$35,000	\$54,204	\$45,000	\$45,000	28.57%
10-3015 Sales Tax - State	\$4,554,674	\$4,645,000	\$4,476,824	\$4,645,000	\$4,645,000	0.00%
10-3017 Mixed Beverage Tax	\$14,245	\$15,000	\$18,000	\$18,500	\$18,500	23.33%
10-3025 Garbage Collection-Net	\$1,696,088	\$1,865,797	\$1,580,400	\$1,865,797	\$1,865,797	0.00%
10-3030 Municipal Court Fines	\$367,193	\$360,000	\$425,000	\$430,000	\$430,000	19.44%
10-3035 Utility Receipts Tax	\$759,288	\$800,000	\$683,880	\$690,000	\$690,000	-13.75%
10-3040 Licenses and Permits	\$313,921	\$350,000	\$284,500	\$350,000	\$350,000	0.00%
10-3045 Inspection Fees	\$123,655	\$140,000	\$282,470	\$286,000	\$286,000	104.29%
10-3047 Plan Review Fees	\$122,011	\$120,000	\$100,600	\$110,000	\$110,000	-8.33%
10-3049 Amusement Redempt Fees	\$11,000	\$11,000	\$15,600	\$15,600	\$15,600	41.82%
10-3050 Rent	\$9,000	\$0	\$1,500	\$0	\$0	0.00%
10-3051 Range Fees	\$1,050	\$1,800	\$1,800	\$1,800	\$1,800	0.00%
10-3055 Interest	\$3,937	\$5,000	\$12,200	\$42,792	\$42,792	755.84%
10-3060 Intergovernmental Revenue	\$1,280,432	\$1,120,146	\$663,000	\$643,664	\$853,617	-23.79%
10-3065 Transfer from Other Funds	\$1,862,520	\$2,489,355	\$2,489,355	\$2,549,650	\$2,549,650	2.42%
10-3070 Other Income	\$28,119	\$65,000	\$43,222	\$45,000	\$45,000	-30.77%
10-3075 Fire Protection Fees	\$2,346,402	\$2,500,000	\$2,477,280	\$2,642,145	\$2,642,145	5.69%
10-3080 Donations	\$1,020	\$0	\$294	\$0	\$0	0.00%
10-3150 Capital Contributions M 215	\$0	\$0	\$9,993	\$9,972	\$9,972	0%
Total Revenues	\$16,401,604	\$17,330,160	\$16,438,147	\$17,350,122	\$17,560,075	1.33%
Less Debt Service	\$0			\$0	\$0	
Total M & O Revenue	\$16,401,604	\$17,330,160	\$16,438,147	\$17,350,122	\$17,560,075	1.33%
10-5100 General Government	\$1,178,099	\$1,401,166	\$1,507,792	\$1,352,007	\$1,347,007	7.58%
10-5102 Human Resources	\$0	\$0	\$0	\$345,393	\$392,793	2.21%
10-5105 Public Works	\$366,272	\$458,744	\$299,038	\$467,676	\$483,201	2.72%
10-5110 Fleet Maintenance	\$205,064	\$240,884	\$249,808	\$216,270	\$222,045	1.25%
10-5115 Information Technology	\$264,741	\$263,563	\$263,563	\$247,295	\$247,295	1.39%
10-5120 Street	\$1,479,695	\$1,735,390	\$1,666,952	\$1,652,523	\$1,645,923	9.26%
10-5130 Sanitation	\$1,633,181	\$1,625,895	\$1,654,700	\$1,554,480	\$1,554,480	8.74%
10-5140 Police	\$3,741,428	\$4,413,449	\$4,428,276	\$4,504,496	\$4,607,095	25.91%
10-5150 Fire - Central	\$4,180,212	\$4,850,464	\$4,726,851	\$4,288,474	\$4,632,854	26.06%
10-5152 Emergency Management	\$117,549	\$134,267	\$103,064	\$119,808	\$119,808	0.67%
10-5153 Fire Marshal	\$526,367	\$621,802	\$455,798	\$378,029	\$395,029	2.22%
10-5155 Fire - Station #2	\$4,651	\$21,600	\$19,940	\$21,600	\$37,650	0.21%
10-5157 Fire - Station #3	\$34,592	\$40,600	\$51,570	\$40,100	\$48,100	0.27%
10-5159 Building	\$304,147	\$339,291	\$381,127	\$479,617	\$497,547	2.80%
10-5160 Parks	\$448,479	\$516,928	\$455,433	\$454,095	\$462,445	2.60%
10-5170 Facilities	\$235,301	\$288,248	\$250,289	\$200,113	\$231,513	1.30%
10-5175 Planning	\$250,614	\$306,691	\$275,070	\$301,242	\$305,242	1.72%
10-5180 Municipal Court	\$450,833	\$529,185	\$510,982	\$529,497	\$549,177	3.09%
Est. M & O Expenses	\$15,421,225	\$17,788,167	\$17,300,252	\$17,152,716	\$17,779,205	
Net Operating Revenue	\$980,378	(\$458,007)	(\$862,105)	\$197,406	(\$219,130)	
Prior Year Balance	\$4,953,873	\$4,685,186	\$5,934,251	\$5,072,146	\$5,072,146	
Anticipated Balance		\$4,227,179	\$5,072,146	\$5,269,552	\$4,853,016	
Actual Ending Fund Balance	\$5,934,251					
Fund Bal as % of Exp	38.48%	23.76%	29.32%	30.72%	27.30%	
Fund Bal in Days	140	87	107	112	100	

* as amended

Description of Major Revenues

Sales Tax (26.47%) – Sales Tax revenues are estimated at \$4,645,000 which is a flat estimate over the adopted budget amount for FY 2018-19. The City's sales tax revenue experienced strong growth over the past several years and is expected to slow as economic development activity begins to converge with projections. The City has not met its current revenue expectation in FY2019 and until we achieve that milestone it is not feasible to target an increase because of the cycle of volatility and uncertainty with growth, it's important to remain conservative with our expectations.

Property Taxes (17.12%) – The City's total taxable ad valorem values continue to experience growth. This year's value increased \$42,354,100, or 8% over the prior year, which represents a total taxable ad valorem value of \$562,107,243. New improvements amounted to \$7,815,990 in added value for this year. The tax rate for FY2019-20 was adopted at a flat property tax rate of \$0.6999 per hundred dollar value. General Fund Ad Valorem tax collections are estimated to be \$3,004,201 (including penalties and delinquent taxes). The tax rate will be divided so that \$.5254 goes toward the General Fund maintenance and operations (M&O) and the remaining \$.1745 is reserved for debt service (I&S). In order to maintain long-term stability and position the City for growth it's important for this budget to absorb the natural growth within the market. As new non-exempt property is added to the tax roll, staff will continue to evaluate options that are in the best interest of residents and property owners. The City continues to benefit from a strong diversification of its property tax base, even though exempt values (a result of our county-seat status) continue to plague the City. This year the City's total non-taxable value declined from 42% in the previous year to 39% in the current year.

Fire Protection Fees (15.05%) – Fire Protection Fees are estimated at \$2,642,145 for the FY2019-20 fiscal year. The City of Richmond has agreements with various Municipal Utility Districts to provide fire protection services to the residents of the Districts. This represents an increase of 5.69% from the FY2018-19 fiscal year. This increase is attributed to the continued growth of these Municipal Utility Districts in the City's Extra-Territorial Jurisdictions (ETJ).

Transfer from Other Funds (14.53%) – Transfers from Other Funds are estimated at \$2,549,650 for FY2019-20. The City budgets an annual transfer from the Water and Sewer Fund to the General Fund for reimbursement of the services and administration the City provides to the Water and Sewer Fund for its daily operations. This transfer is reviewed and adjusted annually. This year's estimate increased by 2.42% from the FY2018-19 fiscal year estimate. Increase was due to an increase in services provided to the Water and Sewer Fund by the General Fund.

Garbage Collection (10.63%) – Garbage Collection Fees are estimated at \$1,865,797. These revenue fees are netted out by the garbage collection expenditure in the Sanitation Department budget.

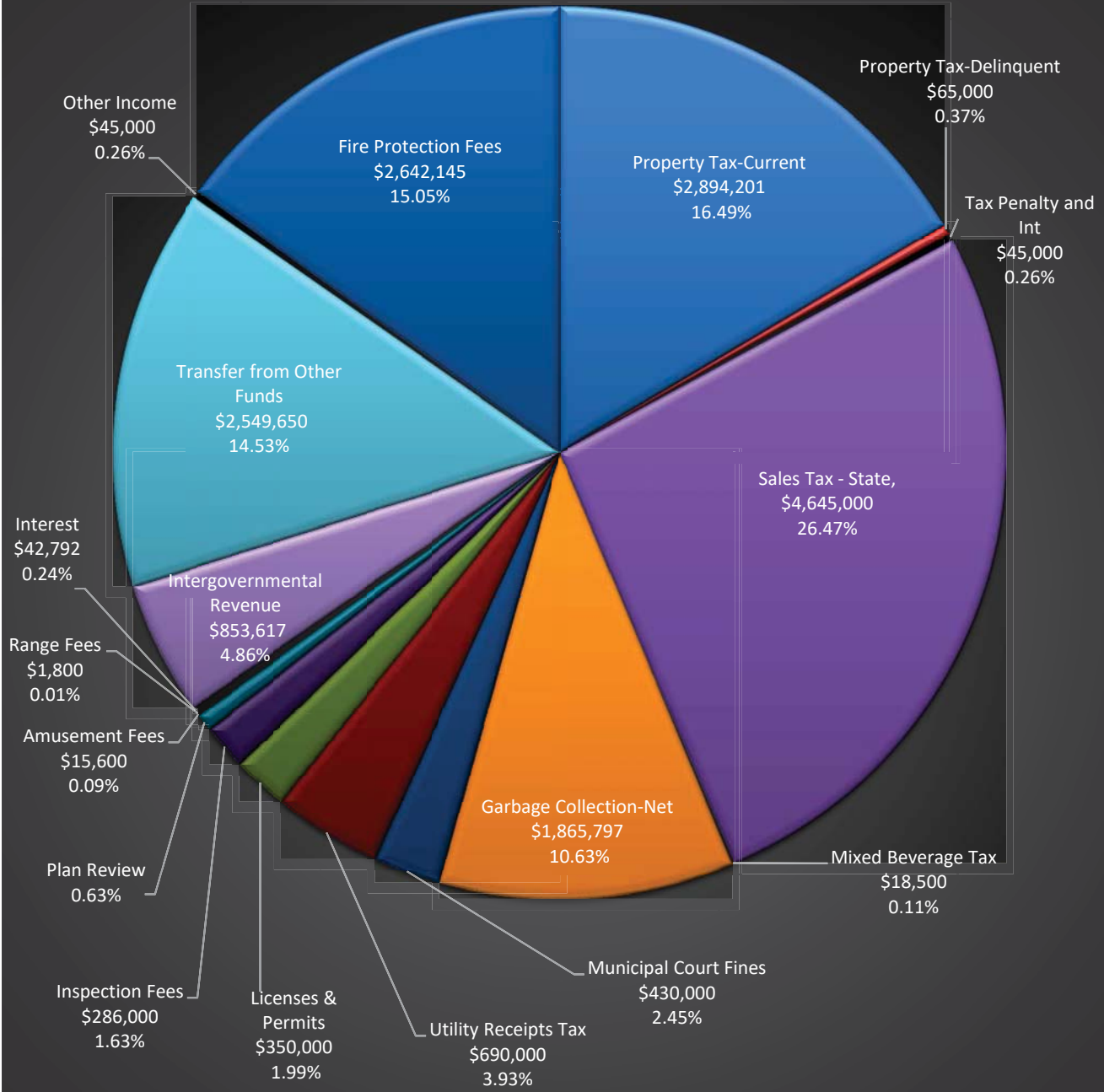
Intergovernmental Revenue (4.86%) – Intergovernmental Revenues are estimated at \$853,617 and consists of monies obtained from other governments, including grants and reimbursements from the Development Corporation of Richmond for the services and administration the City provides for the daily operations of the Development Corporation of Richmond. This year's decrease of (23.79%) is a direct result of the City receiving the FEMA reimbursement of \$527,327 for response efforts to Hurricane Harvey. The City previously budgeted \$527,327 in Intergovernmental Revenues and having received the reimbursement this year's estimate was adjusted accordingly.

Utility Receipts Tax (Franchise Fees) (3.93%) – Utility Receipts Tax are estimated at \$690,000 for the FY2019-20 fiscal year. The City collects franchise fees from electric and gas utilities, right-of-ways, and telecommunications. This represents a decrease of (13.75%) from the FY2018-19 fiscal year. The decrease is in preparation of Senate Bill 1152 which relates to the payment of certain fees to municipalities by entities that provide telecommunications and cable or video services. The City estimates a loss of about \$160,000 annually as a direct result of Senate Bill 1152 which affects two major contributors of franchise fees.

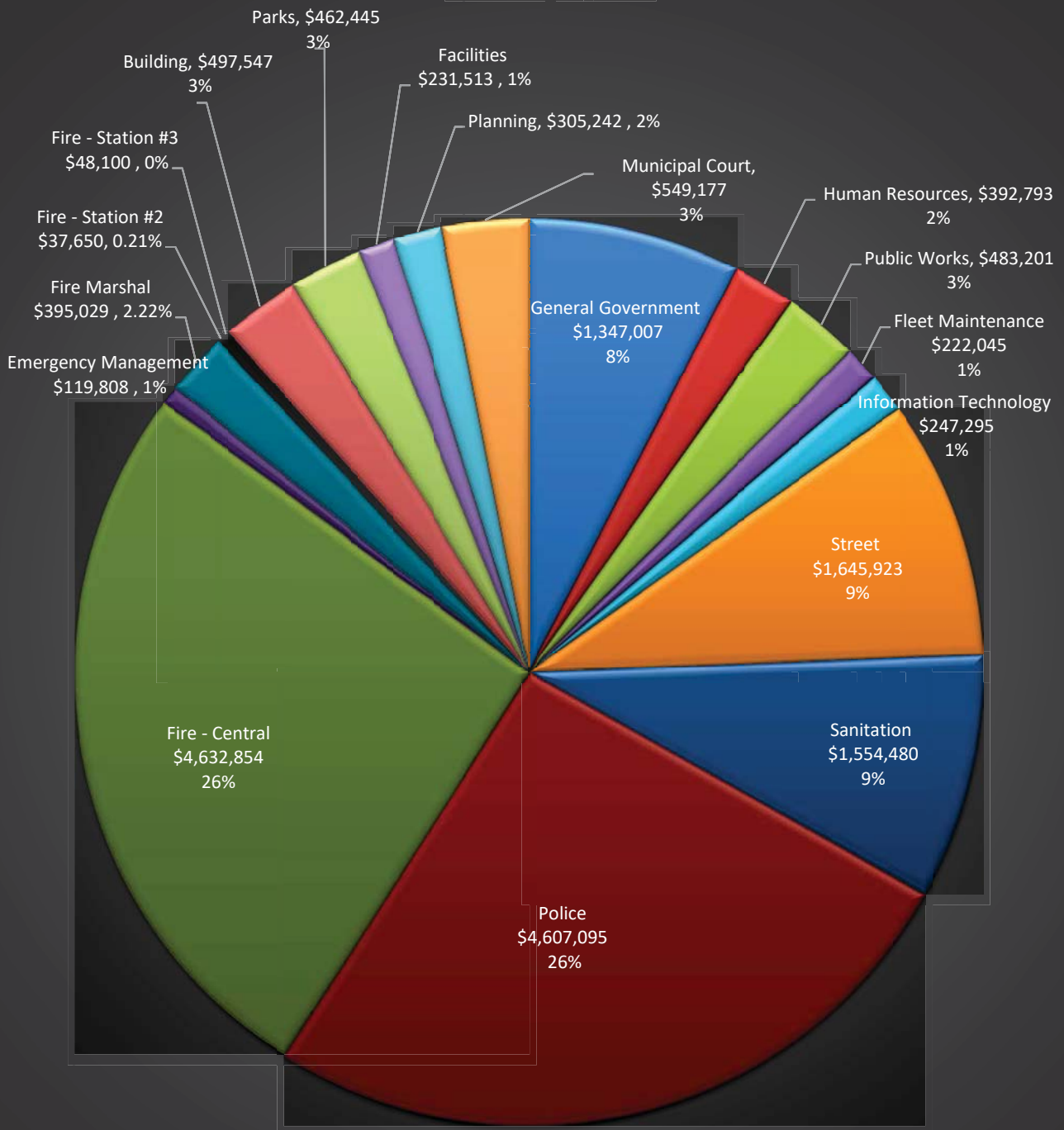
Municipal Court Fines (2.45%) – Municipal Court Fines are estimated at \$430,000. The City has experienced a decreasing trend in Municipal Court Fines over the last several previous years. In FY2018-19 the fines and forfeitures experience an upward trend. Much effort has been emphasized in the continued participation of the Warrant Round up program. In an effort to follow the upward trend, the FY2019-20 estimate was increased by 19.44% over the FY2018-19 the estimate of \$360,000.

Licenses and Permits (1.99%) – Licenses and Permits are estimated at \$350,000. The City has experienced stymied growth for the past several years due to a decrease in construction within the City limits. In an effort to be conservative, this year the estimate was kept the same as the FY2018-19 estimate of \$350,000. Staff will continue review and adjust revenue annually as new potential development materializes within the City of Richmond.

General Fund Revenues FY 2019-2020



General Fund Expenditures FY 2019-2020



General Government

Mission Statement

The mission of the General Government Department is to effectively execute City Commission policies, programs and directives; administer and manage city operations in an organized, efficient and effective manner, and to respond promptly to citizen inquiries and requests with a high level of professionalism.

Department Functions and Responsibilities

This department provides professional leadership and management through the direction, administration and execution of City policy under the guidelines of the City Commission to maximize the effectiveness and efficiency of the city operations. The City Manager is appointed by the City Commission. The City Secretary, who works under the direction of the City Manager, is also in the General Government Department.

Departmental Goals

Organization-wide Goal

- Provide city services to the citizens of Richmond in the most efficient and effective manner possible.
- Improve the records imaging and indexing system.
- Work to implement the most economical rate for surface water.

Workload Indicators

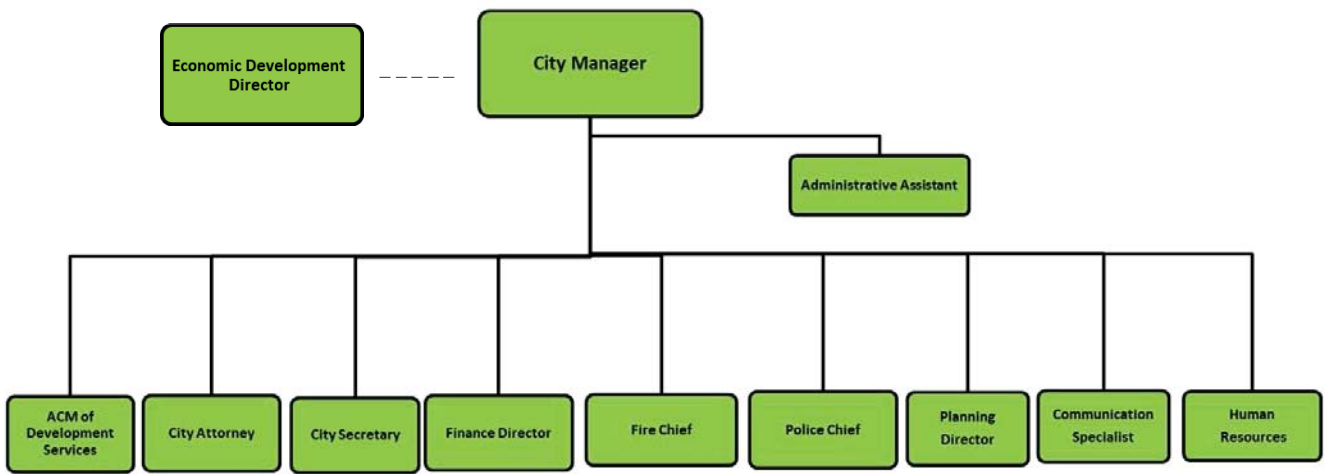
	Actual <u>FY 17-18</u>	Estimate <u>FY 18-19</u>	Budget <u>FY 19-20</u>
Number of construction contracts:	7	7	7
Number of commission meetings:	12	12	12
Number of workshops:	5	5	5
Number of special meetings:	10	10	10

Personnel History (FTE)

	Actual <u>FY 17-18</u>	Estimate <u>FY 18-19</u>	Budget <u>FY 19-20</u>
City Manager	1	1	1
Asst. City Manager of Dev. Services	1	1	0
Economic Development Director	1	1	1
City Attorney	1	1	1
City Secretary	1	1	1
Communications Specialist	1	1	1
Administrative Assistant	1	1	1
Total Personnel	7	7	6

Departmental Organizational Chart

Full-Time Equivalent (FTE)



City of Richmond
Annual Budget
FY 2019-2020

General Government
Expenditure Detail

General Fund
Account: 10-5100

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent + / (-)
40000 Salaries	\$463,467	\$617,441	\$670,722	\$551,755	-10.64%
40050 Salaries Commissioners	\$2,288	\$2,250	\$2,250	\$2,250	0.00%
40125 Overtime	\$425	\$200	\$488	\$400	100.00%
40150 Social Security	\$26,295	\$38,653	\$38,212	\$34,606	-10.47%
40200 Medicare	\$6,588	\$9,040	\$9,300	\$8,093	-10.47%
40250 Retirement	\$66,802	\$91,026	\$98,515	\$81,760	-10.18%
40350 Workers' Compensation	\$1,449	\$1,623	\$1,600	\$974	-39.97%
40400 Health Insurance	\$67,216	\$134,653	\$89,600	\$66,781	-50.41%
40450 Salary Savings	\$0	\$0	\$0	(\$100,000)	0.00%
40500 Recruiting/Retention	\$6,094	\$5,000	\$4,600	\$0	-100.00%
40550 Medical Surveillance	\$120	\$120	\$0	\$120	0.00%
40600 City Commission Expenses	\$1,497	\$3,000	\$2,500	\$3,000	0.00%
40650 Travel and Training	\$5,711	\$10,000	\$8,500	\$10,000	0.00%
40750 Office Supplies	\$6,831	\$15,000	\$15,000	\$15,000	0.00%
40800 Postage	\$2,038	\$1,000	\$2,600	\$2,500	150.00%
41300 Janitorial Supplies	\$115	\$0	\$100	\$0	0.00%
41650 Periodicals - Memberships	\$5,187	\$5,000	\$5,000	\$5,000	0.00%
41950 Equipment Repair	\$0	\$500	\$150	\$500	0.00%
42000 Building Repair & Maint.	\$1,993	\$5,000	\$4,500	\$5,000	0.00%
42150 Equipment Rental	\$6,663	\$6,360	\$6,360	\$6,817	7.19%
42200 Legal & Accounting Fees	\$97,923	\$25,000	\$55,021	\$70,000	180.00%
42210 Engineering & Prof. Fees	\$151,913	\$140,000	\$154,400	\$140,000	0.00%
42250 Contract Services	\$79,075	\$93,525	\$123,134	\$112,600	20.40%
42400 Maintenance Contract	\$7,271	\$7,425	\$6,900	\$7,425	0.00%
42500 Advertising	\$1,400	\$2,650	\$2,650	\$2,977	12.34%
42550 Public Notices	\$14,404	\$20,000	\$20,000	\$21,500	7.50%
42600 Utilities	\$2,245	\$2,750	\$2,750	\$2,750	0.00%
42700 Telephone & Pagers	\$21,651	\$21,950	\$25,200	\$25,200	14.81%
42750 Insurance & Bonding	\$133,160	\$132,000	\$157,740	\$160,000	21.21%
42800 License & Permits	\$0	\$0	\$0	\$0	0.00%
42850 Miscellaneous	\$358	\$10,000	\$7,500	\$10,000	0.00%
42900 Capital Outlay	\$5,622	\$0	\$0	\$0	0.00%
42960 Contingency	\$0	\$0	\$0	\$100,000	100.00%
43050 Credit Card Fees	(\$7,698)	\$0	(\$7,500)	\$0	0.00%
Total Expenditures	\$1,178,099	\$1,401,166	\$1,507,792	\$1,347,007	-3.87%

Expenditures By Category

Salaries & Benefits	\$634,529	\$894,886	\$910,687	\$746,618	-16.57%
Materials & Supplies	\$537,949	\$506,280	\$597,105	\$600,389	18.59%
Capital Outlay	\$5,622	\$0	\$0	\$0	0.00%

Human Resources

Mission Statement

The mission of the Human Resources department is to support the goals and challenges of the City by providing excellence in human resource systems and risk management programs that support a work environment characterized by fair treatment of staff, open communication, personal accountability, trust and mutual respect. We seek and provide innovative solutions to help the organization achieve excellence in delivering public services and support the overall key business initiatives.

Department Functions and Responsibilities

This department provides professional leadership and guidance for organizational support systems to include policy research, development and implementation of personnel policies and procedures, performance management, recruitment and retention, organization and professional development, health and wellbeing programs, leave administration, employee engagement and recognition, safety and workers' compensation. In addition, Human Resources oversees payroll, salary and benefits management to include salary surveys, oversight of the compensation plan as well as administering health benefits for employees and their families and the ensures that the City complies with all local, state, and federal regulations relative to human resources.

Departmental Goals

Organization-wide Goal

- Provide city services to the citizens of Richmond in the most efficient and effective manner possible.
- Strengthen the awareness and image of Richmond throughout the region.
- Annexation as a strategic growth tool to expand Richmond's population and tax base.

Departmental Goal

- Develop and establish processes and procedures for the human resources department that are in line with the overall goals of the organization.
- Conduct a comprehensive assessment of the Cities benefits program to assist in optimizing efficiencies, provide strategies for plan design and implementation of a wellbeing program.
- Based on the findings of the benefits assessment develop an Employee Wellness Committee that would focus on programs and activities to educate employees and their dependents on health and wellbeing.
- Develop a Talent Management program to address strategies for recruitment, retention, development, employee engagement, and compensation.
- Work with departments to develop an Employee Safety Committee. The committee would review accident reports and trends and partner with departments to help create a culture of safety awareness and assist with safety training needs.

Performance Measures

Service Area

Talent Management and Organizational Development

Health and Wellbeing

Commitments

Effectively assist in acquiring and retaining and developing talent.

Support a culture of Health and Wellbeing in the organization.

Performance Measures - Continued

Salary and Benefits Management

Provide a competitive group health benefit program of value for all current and future employees.

Safety and Loss Prevention

Improve safety for employees while minimizing potential loss.

Workload Indicators

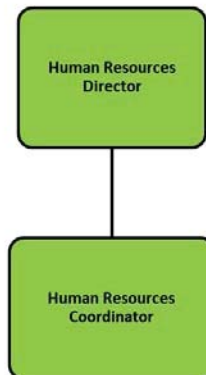
	Actual FY 17-18	Estimate FY 18-19	Budget FY 19-20
Number of recruitments:	0	27	15
Number of applications screened:	0	212	195
Number of training classes offered:	0	2	4

Personnel History (FTE)

	Actual FY 17-18	Estimate FY 18-19	Budget FY 19-20
Human Resources Director	0	0	1
Human Resources Coordinator	0	0	1
Total Personnel	0	0	2

Departmental Organizational Chart

Full-Time Equivalent (FTE)



City of Richmond
Annual Budget
FY 2019-2020

Human Resources
Expenditure Detail

General Fund
Account: 10-5102

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent + / (-)
40000 Salaries	\$0	\$0	\$0	\$147,852	100.00%
40125 Overtime	\$0	\$0	\$0	\$510	100.00%
40150 Social Security	\$0	\$0	\$0	\$9,198	100.00%
40200 Medicare	\$0	\$0	\$0	\$2,151	100.00%
40250 Retirement	\$0	\$0	\$0	\$21,969	100.00%
40350 Workers' Compensation	\$0	\$0	\$0	\$683	100.00%
40400 Health Insurance	\$0	\$0	\$0	\$37,730	100.00%
40500 Recruiting/Retention	\$0	\$0	\$0	\$10,000	100.00%
40550 Medical Surveillance	\$0	\$0	\$0	\$120	100.00%
40650 Travel and Training	\$0	\$0	\$0	\$8,750	100.00%
40750 Office Supplies	\$0	\$0	\$0	\$3,370	100.00%
40800 Postage	\$0	\$0	\$0	\$500	100.00%
41300 Janitorial Supplies	\$0	\$0	\$0	\$0	0.00%
41650 Periodicals - Memberships	\$0	\$0	\$0	\$2,405	100.00%
41950 Equipment Repair	\$0	\$0	\$0	\$0	0.00%
42000 Building Repair & Maint.	\$0	\$0	\$0	\$0	0.00%
42150 Equipment Rental	\$0	\$0	\$0	\$0	0.00%
42200 Legal & Accounting Fees	\$0	\$0	\$0	\$0	0.00%
42210 Engineering & Prof. Fees	\$0	\$0	\$0	\$0	0.00%
42250 Contract Services	\$0	\$0	\$0	\$98,650	100.00%
42400 Maintenance Contract	\$0	\$0	\$0	\$0	0.00%
42600 Utilities	\$0	\$0	\$0	\$0	0.00%
42700 Telephone & Pagers	\$0	\$0	\$0	\$1,005	100.00%
42750 Insurance & Bonding	\$0	\$0	\$0	\$26,000	100.00%
42800 License & Permits	\$0	\$0	\$0	\$0	0.00%
42850 Miscellaneous	\$0	\$0	\$0	\$500	100.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
43510 Organizational Development	\$0	\$0	\$0	\$14,400	100.00%
43520 Health and Wellbeing	\$0	\$0	\$0	\$7,000	100.00%
Total Expenditures	\$0	\$0	\$0	\$392,793	100.00%

Expenditures By Category

Salaries & Benefits	\$0	\$0	\$0	\$220,093	100.00%
Materials & Supplies	\$0	\$0	\$0	\$172,700	100.00%
Capital Outlay	\$0	\$0	\$0	\$0	0.00%

Public Works

Mission Statement

The mission of the Public Works Department is to maintain and improve the public works infrastructure within the City of Richmond’s jurisdiction. Many opportunities and significant challenges are ahead for the City, and our vision is to provide excellent public services while maintaining minimal environmental impact on our land and water supplies.

Department Functions and Responsibilities

The Department is responsible for the comprehensive management of the following divisions which includes the Surface Water Treatment Plant, Parks, Streets and Drainage, Sanitation, Water and Wastewater Departments. Public Works performs plan reviews for all proposed construction projects inside of the City limits and in the City’s extraterritorial jurisdiction. Maintenance and improvements to drainage, parks, streets and utilities are a part of daily activities. The Public Works Department coordinates City construction and planning activities with Federal, State, and County agencies.

Departmental Goals

Comprehensive Master Plan Top-Ranked Priority

- ✓ Complete assessments and master plans for water, wastewater, reuse and storm water to ensure adequate capacities are available for future growth and address any deficiencies.

Organization-wide Goal

- Increase project related information to citizens to encourage, promote and welcome expanding residential and business growth and development.
- Increase neighborhood-wide clean-ups to provide safe, secure, family-oriented communities.

Departmental Goal

- Improve safety training for department employees and reduce work related injuries.

Performance Measures

	Actual FY 17-18	Estimate FY 18-19	Budget FY 19-20
Development review – distribution and review	78	200	200
Safety training events per year	12	12	12
Lost time accidents	0	0	0

Workload Indicators

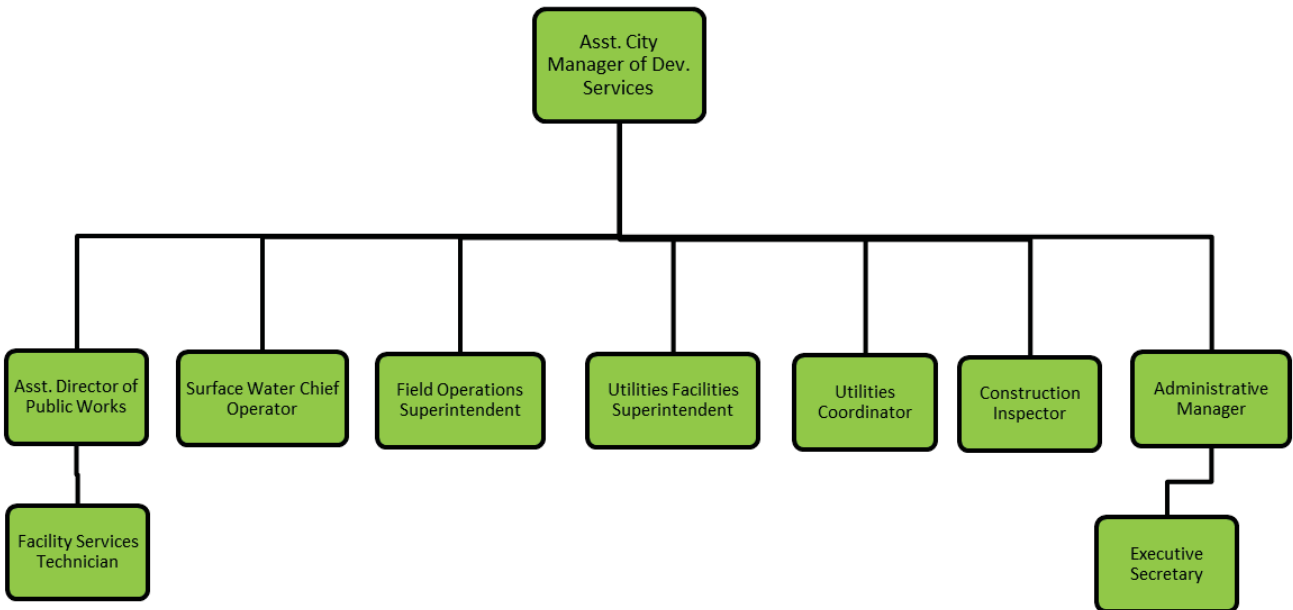
	Actual FY 17-18	Estimate FY 18-19	Budget FY 19-20
Calls for service:			
Public Works	1,768	2,250	3,800
Sanitation	1,927	2,500	1,800
Capital project inspections	0	600	625

Personnel History (FTE)

	Actual FY 17-18	Estimate FY 18-19	Budget FY 19-20
Asst. City Manager/Community Development	0	0	1
Public Works Director	1	0	0
Administrative Manager	0	1	1
Executive Secretary	1	1	1
Total Personnel	2	2	3

Departmental Organizational Chart

Full-Time Equivalent (FTE)



City of Richmond
Annual Budget
FY 2019-2020

Public Works
Expenditure Detail

General Fund
Account: 10-5105

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent +/(%)
40000 Salaries	\$153,089	\$211,042	\$85,500	\$223,661	5.98%
40125 Overtime	\$130	\$500	\$640	\$500	0.00%
40150 Social Security	\$9,286	\$13,450	\$5,100	\$14,233	5.82%
40200 Medicare	\$2,172	\$3,146	\$1,260	\$3,329	5.82%
40250 Retirement	\$22,046	\$31,187	\$12,600	\$33,193	6.43%
40350 Workers' Compensation	\$370	\$3,607	\$3,607	\$395	-89.04%
40400 Health Insurance	\$30,446	\$50,493	\$37,800	\$45,331	-10.22%
40600 Uniforms and Clothing	\$256	\$500	\$500	\$500	0.00%
40650 Travel and Training	\$1,981	\$3,500	\$3,500	\$3,500	0.00%
40750 Office Supplies	\$2,819	\$3,500	\$3,500	\$3,500	0.00%
40800 Postage	\$600	\$600	\$600	\$600	0.00%
40950 Shop Tools & Equip.	\$52	\$125	\$52	\$125	0.00%
41100 Gasoline and Diesel	\$0	\$0	\$0	\$0	0.00%
41300 Janitorial Supplies	\$0	\$0	\$0	\$0	0.00%
41650 Periodicals-Memberships	\$872	\$450	\$700	\$450	0.00%
42000 Building Repair & Maint.	\$178	\$200	\$250	\$200	0.00%
42100 Vehicle Repair & Maint.	\$0	\$0	\$0	\$0	0.00%
42150 Equipment Rental	\$2,572	\$2,850	\$3,250	\$4,385	53.86%
42210 Engineering & Prof. Fees	\$0	\$0	\$0	\$0	0.00%
42250 Contract Services	\$29,781	\$19,475	\$32,064	\$35,000	79.72%
42400 Maintenance Contracts	\$1,315	\$5,000	\$5,000	\$5,000	0.00%
42500 Advertising	\$1,117	\$0	\$0	\$0	0.00%
42600 Utilities	\$9,648	\$12,000	\$10,100	\$11,000	-8.33%
42650 Street Lighting	\$75,247	\$74,800	\$68,265	\$74,800	0.00%
42700 Telephone & Pagers	\$16,921	\$17,820	\$19,000	\$19,000	6.62%
42750 Facilities Maintenance	\$0	\$0	\$0	\$0	0.00%
42850 Miscellaneous	\$5,375	\$4,500	\$5,750	\$4,500	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
42950 Capital Contract	\$0	\$0	\$0	\$0	0.00%
Total Expenditures	\$366,272	\$458,744	\$299,038	\$483,201	5.33%

Expenditures By Category

Salaries & Benefits	\$217,537	\$313,424	\$146,507	\$320,641	2.30%
Materials & Supplies	\$148,734	\$145,320	\$152,531	\$162,560	11.86%
Capital Outlay	\$0	\$0	\$0	\$0	0.00%

Fleet Maintenance

Mission Statement

It is the goal of the Fleet Maintenance Department to provide an effective equipment maintenance program for the rolling stock of City-owned vehicles and equipment; to ensure that vehicles and equipment are released for operation in a safe condition; and to enhance the public image of the City fleet.

Department Functions and Responsibilities

The Fleet Maintenance Department schedules and performs preventive maintenance and repairs for all vehicles and equipment on a regular basis. This department is responsible for maintaining, operating, and managing the fuel delivery system.

The staff in the Fleet Maintenance Department maintains heavy equipment as well as minor tools and equipment. In addition, staff provides emergency field assistance to City-owned vehicles and equipment that need unscheduled repairs.

Departmental Goals

Comprehensive Master Plan Top-Ranked Priority

- Maintain and ensure a safe operating fleet.

Departmental Goal

- Maintain a safe work environment.
- Maintain an accurate parts inventory to expedite routine repairs.
- Maintain work orders using the iWorQ program.
- Maintain vehicle replacement program.

Performance Measures

	Actual FY17-18	Estimate FY 18-19	Budget FY 19-20
Tri-annual preventive maintenance (PM)			
24 point inspection:	363	372	372
Maintain and monitor fueling system			
reconciliation of fuel usage:	100%	100%	100%
Fleet Make Ready to be completed within (days)	7-14	7-14	7-14
Percent accuracy of fleet repairs	98%	98%	98%

Workload Indicators

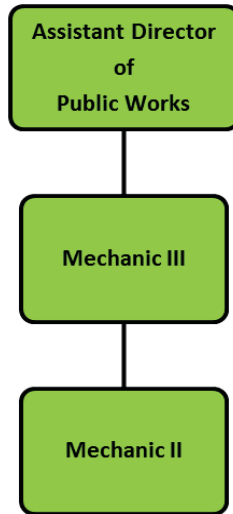
	Actual FY17-18	Estimate FY 18-19	Budget FY 19-20
Total number of pieces of equipment serviced/maintained:	118	121	124

Personnel History (FTE)

	<u>Actual FY 17-18</u>	<u>Estimate FY 18-19</u>	<u>Budget FY 19-20</u>
Mechanic II	1	1	1
Mechanic III	1	1	1
Total Personnel	2	2	2

Departmental Organizational Chart

Full-Time Equivalent (FTE)



City of Richmond
Annual Budget
FY 2019-2020

Fleet Maintenance
Expenditure Detail

General Fund
Account: 10-5110

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent +/(%)
40000 Salaries	\$103,098	\$105,094	\$109,650	\$112,244	6.80%
40125 Overtime	\$2,358	\$4,500	\$3,900	\$4,500	0.00%
40150 Social Security	\$6,297	\$6,795	\$6,795	\$7,238	6.52%
40200 Medicare	\$1,473	\$1,589	\$1,589	\$1,693	6.52%
40250 Retirement	\$15,172	\$16,157	\$16,157	\$17,287	6.99%
40350 Workers' Compensation	\$2,671	\$3,096	\$3,096	\$2,334	-24.62%
40400 Health Insurance	\$27,571	\$36,745	\$28,975	\$32,975	-10.26%
40600 Uniforms and Clothing	\$2,237	\$2,050	\$2,183	\$2,050	0.00%
40650 Travel and Training	\$599	\$500	\$500	\$500	0.00%
40750 Office Supplies	\$1,544	\$500	\$500	\$500	0.00%
40850 Paint & Supplies	\$2,102	\$750	\$750	\$750	0.00%
40950 Shop Tools & Equip.	\$3,180	\$4,500	\$6,200	\$4,500	0.00%
41100 Gasoline and Diesel	\$598	\$750	\$500	\$750	0.00%
41150 Tires & Batteries	\$0	\$300	\$100	\$300	0.00%
41300 Janitorial Supplies	\$0	\$0	\$0	\$500	100.00%
41950 Equipment Repair	\$1,866	\$1,500	\$500	\$1,500	0.00%
42000 Building Repair & Maint	\$15,522	\$1,500	\$14,415	\$1,500	0.00%
42100 Vehicle Repair	\$103	\$500	\$2,000	\$500	0.00%
42150 Equipment Rental	\$564	\$2,200	\$500	\$2,000	-9.09%
42250 Contracted Services	\$5,945	\$10,000	\$9,400	\$10,000	0.00%
42600 Utilities	\$2,948	\$3,200	\$4,500	\$4,550	42.19%
42700 Telephone & Pagers	\$7,101	\$7,400	\$5,700	\$6,000	-18.92%
42850 Miscellaneous	\$2,115	\$1,000	\$850	\$1,000	0.00%
42900 Capital Outlay	\$0	\$30,259	\$31,048	\$6,875	-77.28%
Total Expenditures	\$205,064	\$240,884	\$249,808	\$222,045	-7.82%

Expenditures By Category

Salaries & Benefits	\$158,638	\$173,975	\$170,162	\$178,270	2.47%
Materials & Supplies	\$46,426	\$36,650	\$48,598	\$36,900	0.68%
Capital Outlay	\$0	\$30,259	\$31,048	\$6,875	100.00%

Capital Outlay Detail:

2 Post Auto Lift	\$6,875
Total Capital Outlay	\$6,875

Information Technology

Mission Statement

The mission of the Information Technology Department at the City of Richmond is to enhance the efficiency and quality in the delivery of City services by providing high quality and cost effective technology solutions to the various departments within the City.

Department Functions and Responsibilities

The Information Technology Department provides direction and coordination of all City information systems as well as managing citywide assets such as network servers, network infrastructure, multi-use computers and enterprise applications.

The Information Technology Department supplies technical support, performs software installation, modification and maintenance, repairs and upgrades hardware, provides end user PC support solutions and helps to ensure that projects are successfully planned, scheduled, budgeted, and managed. This department will also provide the vision, leadership, and skill enabling the City to provide technological innovation and improved customer service to the community.

The Information Technology Department also provides cost information on computers and other technology related items, and will execute purchasing functions for all computer related items and act as technology liaison between outside entities and the City.

Departmental Goals

Organization-wide Goal

- Choose appropriate IT projects prior to enterprise hardware and software technology investments and effectively manage these projects to insure the most efficient use of capital and the acquisition of solutions which will provide the highest level of service to the citizens of Richmond.
- Document application software and multi-user hardware installations and provide proactive support on UPSs, data backup, and hardware thus minimizing outages that may cause system downtime. This will influence, foster, and maintain the interest of safety in the community.
- Encode 180 installation. This is a “cloud” based document editing, presentation and content management system. This service provides for authoring, public presentation, and management of municipal codes, particularly zoning ordinances and land development regulations. This will encourage, promote and welcome expanding residential and business growth and development.

Departmental Goal

- Replace Incode File Server at City Hall and Municipal Court with new hardware and software. Upgrade database management system with SQL based system.
- City GIS Project. This will encompass the building of a multi-user City wide GIS database.

Workload Indicators

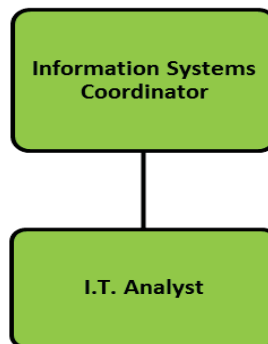
	<u>Actual FY 17-18</u>	<u>Estimate FY 18-19</u>	<u>Budget FY 19-20</u>
Number of File Servers Replaced	0	0	0
Percent Completion Encode 180	0%	0%	0%
Percent Completion GIS Software	0%	0%	0%

Personnel History (FTE)

	<u>Actual FY 17-18</u>	<u>Estimate FY 18-19</u>	<u>Budget FY 19-20</u>
Information Systems Coordinator	1	1	1
IT Analyst	1	1	1
Total Personnel	2	2	2

Departmental Organizational Chart

Full-Time Equivalent (FTE)



City of Richmond
 Annual Budget
 FY 2019-2020

Information Technology
 Expenditure Detail

General Fund
 Account: 10-5115

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent +/(-)
40000 Salaries	\$52,246	\$122,994	\$122,994	\$125,130	1.74%
40125 Overtime	\$1,977	\$575	\$575	\$575	0.00%
40150 Social Security	\$3,298	\$7,661	\$7,661	\$7,794	1.73%
40200 Medicare	\$771	\$1,792	\$1,792	\$1,823	1.73%
40250 Retirement	\$7,802	\$18,217	\$18,217	\$18,614	2.18%
40350 Workers' Compensation	\$279	\$325	\$325	\$222	-31.72%
40400 Health Insurance	\$10,461	\$43,574	\$43,574	\$24,713	-43.29%
40650 Travel and Training	\$26	\$7,000	\$7,000	\$7,000	0.00%
40750 Office Supplies	\$4,799	\$4,400	\$4,400	\$4,400	0.00%
41100 Gasoline and Diesel	\$0	\$0	\$0	\$0	0.00%
41650 Periodicals-Memberships	\$0	\$200	\$200	\$200	0.00%
41950 Equipment Repair & Maint.	\$37,608	\$12,000	\$12,000	\$12,000	0.00%
42100 Vehicle Repair	\$0	\$0	\$0	\$0	0.00%
42250 Contracted Services	\$10,552	\$15,000	\$15,000	\$15,000	0.00%
42400 Maintenance Contracts	\$25,112	\$16,000	\$16,000	\$16,000	0.00%
42700 Telephone & Pagers	\$2,165	\$2,700	\$2,700	\$2,700	0.00%
42800 Licenses & Permits	\$5,988	\$11,125	\$11,125	\$11,125	0.00%
42850 Miscellaneous	\$0	\$0	\$0	\$0	0.00%
42900 Capital Outlay	\$101,658	\$0	\$0	\$0	0.00%
42950 Capital Contract	\$0	\$0	\$0	\$0	0.00%
Total Expenditures	\$264,741	\$263,563	\$263,563	\$247,295	-6.17%

Expenditures By Category

Salaries & Benefits	\$76,834	\$195,138	\$195,138	\$178,870	-8.34%
Materials & Supplies	\$86,249	\$68,425	\$68,425	\$68,425	0.00%
Capital Outlay	\$101,658	\$0	\$0	\$0	0.00%

Equipment Repair & Maintenance

Computer Replacement Program:	
10 @ \$1,200 each	\$12,000
	<u>\$12,000</u>

Street Department

Mission Statement

The Mission of the Street Department is to maintain and improve city streets, bridges, storm sewers and right-of-ways in an effective and cost efficient manner; repair any known deficiencies in a timely manner; and to provide support and assistance during and after natural and man made disasters.

Department Functions and Responsibilities

The Street Department's main responsibility is the maintenance of streets including street construction, overlays, recycling, drainage ditches, storm sewers, street sign repair and installation, tree trimming, culvert installation and maintenance, sidewalks, street lighting, mosquito control and mowing city right-of-ways and easements. This department also provides striping of city owned streets and parking areas. We also assist other city departments with special projects.

Departmental Goals

Organization-wide Goal

- Provide the traveling public with a safe environment for automobile and pedestrian traffic.
- Maintain and update street inventory, sign inventory and asset inventory program.
- Encourage and promote employees to receive continuing education.
- Rehabilitation of priority sidewalks.

Departmental Goal

- Provide drainage and culvert assessment.

Performance Measures

	Actual FY 17-18	Estimate FY 18-19	Budget FY 19-20
Percent of employee training accomplished	100%	100%	100%
Percent of sidewalks rehabbed	10%	75%	90%
Signs maintained (replaced or repaired)	492	590	600

Workload Indicators

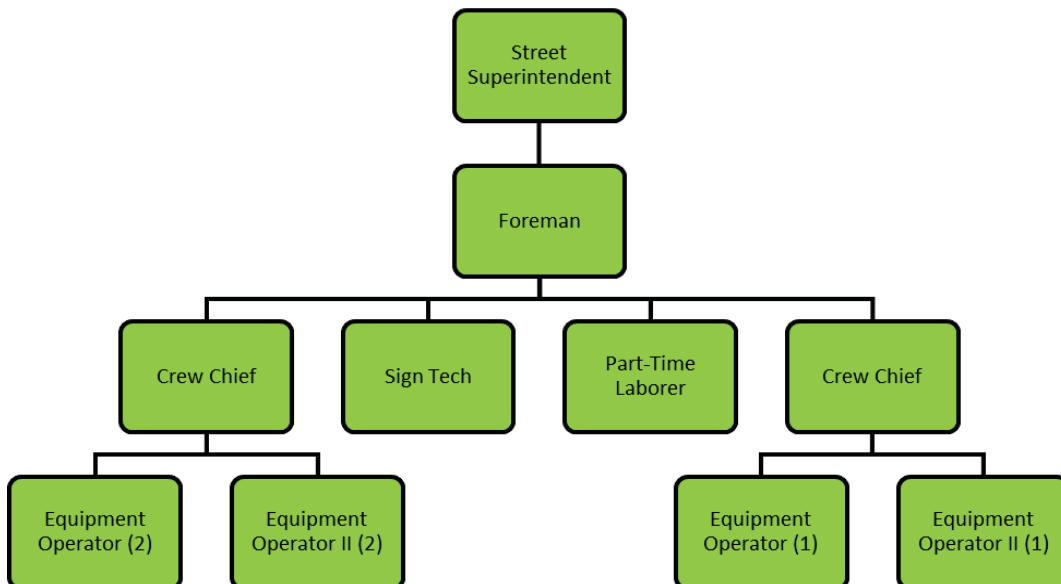
	Actual FY 17-18	Estimate FY 18-19	Budget FY 19-20
Street reconstruction and asphalt overlays (feet)	11,586	4,000	4,000
Drainage ditch maintenance (linear feet)	10,425	3,000	6,000
Right of way maintenance (square miles)	4.6	4.6	4.6
Striping City streets (feet per year)	18,000	18,000	18,000
Work orders received and completed	902	1,321	1,290
Mosquito control sprayings per year	8	8	8
Tree trimming (sections per year out of 8 total sections)	2	2	2
Crack sealing (miles)	0	9.0	9.0

Personnel History (FTE)

	Actual FY 17-18	Estimate FY 18-19	Budget FY 19-20
Assistant Public Works Director	1	1	1
Street Superintendent	1	1	1
Foreman	1	1	1
Crew Chief	1	2	2
Equipment Operator	3	3	3
Equipment Operator II	3	3	3
Easement Maintenance Specialist	1	1	1
Sign Tech	1	1	1
Part Time Laborer	0.48	0.48	0.48
Total Personnel	12.48	13.48	13.48

Departmental Organizational Chart

Full-Time Equivalent (FTE)



City of Richmond
Annual Budget
FY 2019-2020

Street Department
Expenditure Detail

General Fund
Account: 10-5120

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent +/(-)
40000 Salaries	\$475,459	\$586,269	\$561,400	\$597,755	1.96%
40125 Overtime	\$5,820	\$1,000	\$7,900	\$7,000	600.00%
40150 Social Security	\$29,169	\$36,411	\$35,500	\$37,495	2.98%
40200 Medicare	\$6,822	\$8,515	\$7,860	\$8,769	2.98%
40250 Retirement	\$66,799	\$84,740	\$81,500	\$87,630	3.41%
40350 Workers' Compensation	\$30,064	\$36,149	\$33,400	\$21,241	-41.24%
40400 Health Insurance	\$109,335	\$229,379	\$162,900	\$163,233	-28.84%
40550 Medical Surveillance	\$902	\$600	\$600	\$600	0.00%
40600 Uniforms and Clothing	\$9,961	\$9,300	\$9,000	\$9,300	0.00%
40650 Travel and Training	\$503	\$3,000	\$2,500	\$3,000	0.00%
40750 Office Supplies	\$1,647	\$1,500	\$1,500	\$1,500	0.00%
40800 Postage	\$0	\$0	\$0	\$0	0.00%
40850 Paint,Hardware Supplies	\$2,542	\$4,000	\$3,000	\$4,000	0.00%
40900 Street and Sign Paint	\$15,209	\$16,000	\$15,000	\$16,000	0.00%
40950 Shop Tools & Equipment	\$1,779	\$3,000	\$3,000	\$3,000	0.00%
41100 Gasoline and Diesel	\$32,082	\$50,000	\$34,600	\$50,000	0.00%
41150 Tires & Batteries	\$2,526	\$5,000	\$4,000	\$5,000	0.00%
41200 Topping & Base Materials	\$409,995	\$400,000	\$24,440	\$227,720	-43.07%
41250 Repair & Maint. Materials	\$35,867	\$50,000	\$50,000	\$50,000	0.00%
41300 Janitorial Supplies	\$1,815	\$3,000	\$1,600	\$3,000	0.00%
41350 Chemicals	\$836	\$3,000	\$3,000	\$3,000	0.00%
41650 Periodicals, Memberships	\$0	\$200	\$200	\$200	0.00%
41900 Storm Water Mgmt Program	\$125	\$4,500	\$1,000	\$1,000	-77.78%
41950 Equipment Repair	\$12,791	\$15,000	\$13,000	\$15,000	0.00%
42000 Building Repair & Maint.	\$3,041	\$3,000	\$43,000	\$3,000	0.00%
42100 Vehicle Repair	\$11,500	\$12,000	\$19,000	\$12,000	0.00%
42150 Equipment Rental	\$10,935	\$43,100	\$25,000	\$40,000	-7.19%
42200 Legal & Professional Fees	\$0	\$0	\$0	\$0	0.00%
42210 Engineering & Prof. Fees	\$9,918	\$40,000	\$43,000	\$40,000	0.00%
42250 Contract Services	\$58,891	\$35,000	\$35,000	\$35,000	0.00%
42550 Mosquito Control	\$5,320	\$6,000	\$15,960	\$6,000	0.00%
42600 Utilities	\$5,296	\$6,000	\$5,800	\$6,000	0.00%
42700 Telephone & Pagers	\$8,452	\$8,500	\$10,600	\$10,600	24.71%
42800 Licenses & Permits	\$318	\$600	\$3,055	\$600	0.00%
42850 Miscellaneous	\$5,033	\$5,000	\$3,500	\$5,000	0.00%
42900 Capital Outlay	\$108,945	\$25,627	\$30,577	\$0	-100.00%
42950 Capital Contract	\$0	\$0	\$0	\$0	0.00%
43165 Transfer to Other Funds	\$0	\$0	\$375,560	\$172,280	0.00%
Total Expenditures	\$1,479,695	\$1,735,390	\$1,666,952	\$1,645,923	-5.16%
Expenditures By Category					
Salaries & Benefits	\$723,467	\$982,463	\$890,460	\$923,123	-6.04%
Materials & Supplies	\$647,282	\$727,300	\$370,355	\$550,520	-24.31%
Capital Outlay	\$108,945	\$25,627	\$406,137	\$172,280	572.26%

Sanitation

Mission Statement

To enhance the quality of life for all residents by providing safe, reliable and effective services consistent with the stated goals of the City. The mission of the Sanitation Department is to provide timely and optimal removal of residential and commercial refuse and recycling materials. It is our goal to enhance the City by expediting prompt removal of all items placed curbside on the day of collection.

Department Functions and Responsibilities

Inclusive of our contract is removal of normal household garbage twice per week and lawn clippings/tree limb pick up once a week. An aggressive recycle program takes place on a once per week basis. Our solid waste carrier will also collect and dispose of four heavy items per month, per account. The department manages damaged or missing poly cart replacements as well as recycle bin replacements.

This department also manages the Spring and Fall Curbside Clean Up Campaign. This one day collection occurs across three consecutive Saturdays in April and October in different areas in the City.

Departmental Goals

Organization-wide Goal

- Continue to provide excellent services with an efficient use of resources.

Departmental Goal

- Increase recycling programs with inclusion of recycling carts.
- Add a shredding event or e-cycle event

Performance Measures

	<u>Actual</u> FY 17-18	<u>Estimate</u> FY 18-19	<u>Budget</u> FY 19-20
Contractor service complaints/missed collections	400	400	400
Calls for Service Requests/Inquiries	2,360	2,500	1,800
Number of Recycling Events	2	2	2

City of Richmond
 Annual Budget
 FY 2019-2020

Sanitation
 Expenditure Detail

General fund
 Account: 10-5130

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent +/(%)
42250 Contract Services	\$1,633,181	\$1,625,895	\$1,654,700	\$1,554,480	-4.39%
Total Expenditures	\$1,633,181	\$1,625,895	\$1,654,700	\$1,554,480	-4.39%
Expenditures By Category					
Materials & Supplies	\$1,633,181	\$1,625,895	\$1,654,700	\$1,554,480	-4.39%
Capital Outlay	\$0	\$0	\$0	\$0	0.00%

Police

Mission Statement

Our mission is to provide fair and impartial service while working with the community to improve the quality of life for all. We strive to do the right thing, for the right reason, in every situation.

Department Functions and Responsibilities

The Richmond Police Department is a municipal police department with thirty sworn officers and twelve civilian employees. The department has been recognized nationally for its community policing successes. The department has been recognized by the Texas Police Chief's Foundation as a department that meets current best practices of Texas Law Enforcement Agencies.

Department Achievements

- ★ Awarded the Texas Police Chief's Foundations "Texas Best Practices Recognition Program".
- ★ Conducted Texas Night Out in accordance with the standards of the National Night Out Program which had over nine community/beat parties, also hosted and taught the 23rd Richmond Police Citizens Police Academy.
- ★ Applied, submitted, presented, approved, awarded, and began implementation of DJ17-PY19 Justice Assistance Grant Program for Mobile Data Terminal Implementation in the amount of \$67,500.
- ★ Applied, submitted, presented, approved, awarded, and implemented the NB18 PY19 National Incident Based Reporting System for the NIBRS transition in the amount of \$5,800.
- ★ Applied, submitted, presented, approved, and implemented the OJP Bulletproof Vest Partnership in the amount of \$12,348 which is a 50/50 grant match for fifteen (15) bullet proof vests and tactical vests.

Departmental Goals

Organization-wide Goal

- Foster a good relationship with our citizens in order to provide safe, secure and family-oriented communities.
- Work with the community to improve the quality of life in Richmond and encourage, promote and welcome expanding residential and business growth and development.
- Maintain the same level of service as the city grows thus influencing, fostering and maintaining the highest level of safety.
- Reduction of criminal activity through aggressive intervention utilizing behavior modification by general deterrence.

Performance Measures

	Actual <u>FY 17-18</u>	Estimate <u>FY 18-19</u>	Budget <u>FY 19-20</u>
Acknowledge customer complaints within 48 hours:	100%	100%	100%
Initiated and Expanding Coffee with a Cop Program	4	5	5

Workload Indicators

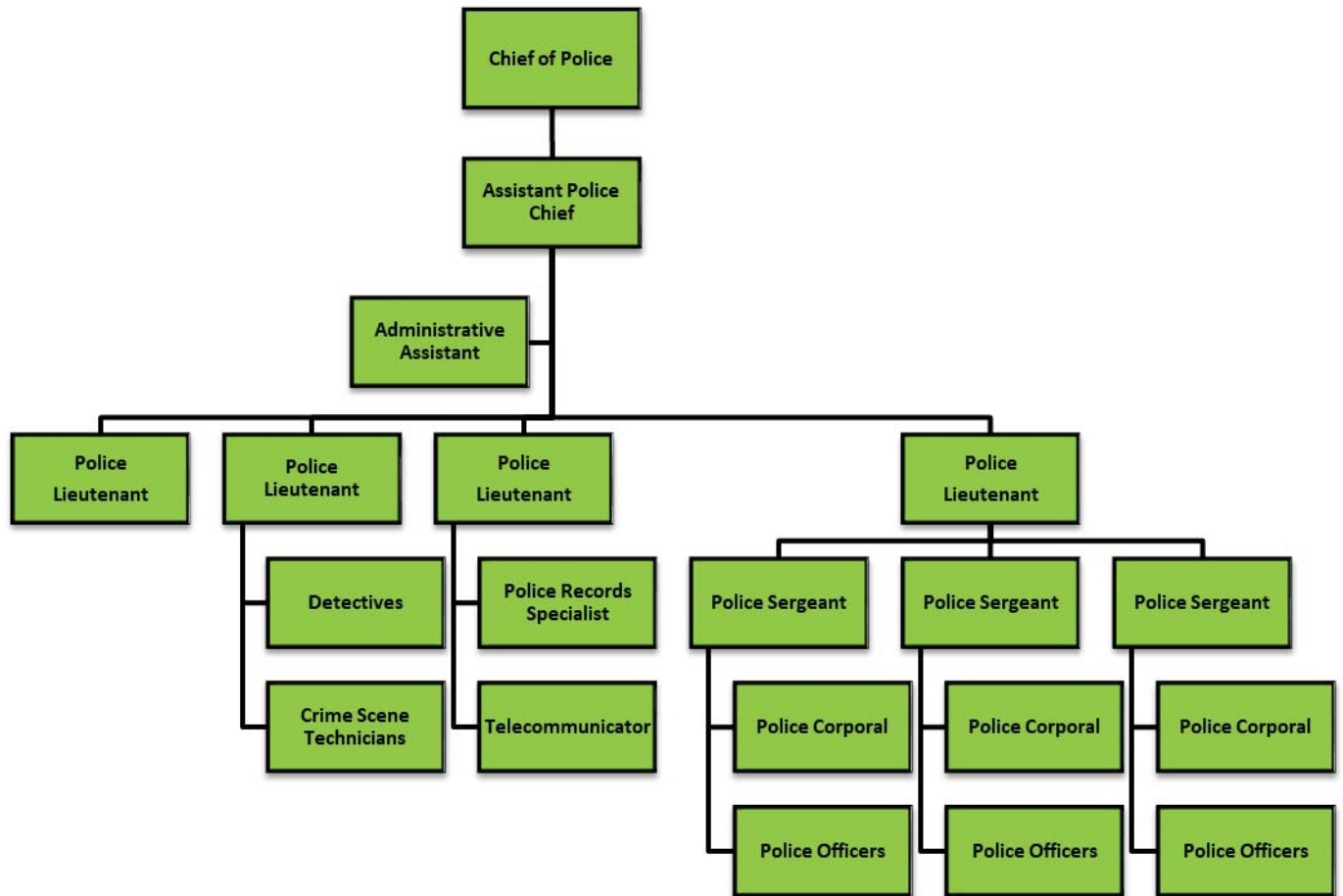
	Actual <u>FY 17-18</u>	Estimate <u>FY 18-19</u>	Budget <u>FY 19-20</u>
Warrants Served	449	1,336	1,603
Calls for Service	22,011	26,621	31,121
Cases Investigated	1,447	1,535	1,841
Suspects Identified	887	953	1,143
Case Offense Charges	1,371	1,559	1,870

Personnel History (FTE)

	Actual <u>FY 17-18</u>	Estimate <u>FY 18-19</u>	Budget <u>FY 19-20</u>
Police Chief	1	1	1
Assistant Police Chief	1	1	1
Police Lieutenant	4	4	4
Police Sergeant	3	3	3
Police Corporal	3	3	3
Detective	3	3	3
Crime Scene Investigator	2	2	2
Police Officer	14	17	17
Technology Officer	1	1	1
K9 Officer	1	1	1
Administrative Assistant	1	1	1
Telecommunicator	10	10	10
Police Records Specialist	1	1	1
Custodian	0	0	1
Total Personnel	45	48	49

Departmental Organizational Chart

Full-Time Equivalent (FTE)



City of Richmond
Annual Budget
FY 2019-2020

Police Department
Expenditure Detail

General Fund
Account: 10-5140

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent + / (-)
40000 Salaries	\$2,265,228	\$2,568,357	\$2,625,800	\$2,796,707	8.89%
40125 Overtime	\$39,015	\$20,000	\$46,500	\$20,000	0.00%
40150 Social Security	\$141,094	\$160,478	\$164,400	\$174,636	8.82%
40200 Medicare	\$32,998	\$37,531	\$40,600	\$40,842	8.82%
40250 Retirement	\$331,566	\$381,589	\$398,100	\$417,084	9.30%
40350 Workers' Compensation	\$55,097	\$63,650	\$63,650	\$49,208	-22.69%
40400 Health Insurance	\$465,305	\$744,445	\$506,100	\$634,189	-14.81%
40500 Recruiting	\$0	\$1,750	\$600	\$0	-100.00%
40550 Medical Surveillance	\$11,424	\$5,500	\$5,500	\$6,050	10.00%
40600 Uniforms and Clothing	\$19,392	\$21,200	\$38,900	\$25,000	17.92%
40650 Travel and Training	\$16,050	\$24,000	\$33,947	\$39,855	66.06%
40750 Office Supplies	\$30,769	\$18,250	\$17,500	\$16,000	-12.33%
40800 Postage	\$901	\$925	\$925	\$925	0.00%
40850 Paint, Hardware Supplies	\$329	\$700	\$600	\$700	0.00%
41100 Gasoline and Diesel	\$54,048	\$60,000	\$42,810	\$60,000	0.00%
41150 Tires & Batteries	\$4,325	\$4,850	\$9,436	\$6,500	34.02%
41300 Janitorial Supplies	\$0	\$0	\$0	\$2,000	100.00%
41400 Firing Range / Ammunition	\$9,623	\$9,500	\$8,300	\$9,500	0.00%
41450 Canine Supplies	\$2,505	\$2,000	\$3,260	\$3,000	50.00%
41650 Periodicals-Memberships	\$3,668	\$5,000	\$3,800	\$5,000	0.00%
41950 Equipment Repair	\$22,981	\$8,200	\$8,000	\$8,200	0.00%
42000 Building Repair & Maint.	\$43,647	\$24,400	\$24,400	\$24,400	0.00%
42100 Vehicle Repair	\$10,517	\$21,070	\$17,800	\$21,070	0.00%
42150 Equipment Rental	\$12,647	\$10,700	\$10,700	\$11,000	2.80%
42250 Contract Services	\$22,477	\$25,000	\$34,016	\$32,500	30.00%
42300 Animal Control	\$10,648	\$11,700	\$11,700	\$11,700	0.00%
42400 Maintenance Contracts	\$39,160	\$38,300	\$59,649	\$59,950	56.53%
42450 Crime Lab Testing	\$451	\$3,500	\$2,200	\$3,500	0.00%
42500 Advertising	\$1,377	\$0	\$0	\$0	0.00%
42600 Utilities	\$17,809	\$25,765	\$18,500	\$20,000	-22.38%
42700 Telephone & Radio	\$50,802	\$48,520	\$64,013	\$68,800	41.80%
42850 Miscellaneous	\$351	\$1,000	\$1,000	\$1,000	0.00%
42900 Capital Outlay	\$25,225	\$65,570	\$65,570	\$37,779	-42.38%
43165 Transfer to Other Funds	\$0	\$0	\$100,000	\$0	0.00%
Total Expenditures	\$3,741,428	\$4,413,449	\$4,428,276	\$4,607,095	4.39%

Expenditures By Category

Salaries & Benefits	\$3,330,303	\$3,976,049	\$3,845,150	\$4,132,666	3.94%
Materials & Supplies	\$385,900	\$371,830	\$417,556	\$436,650	17.43%
Capital Outlay	\$25,225	\$65,570	\$165,570	\$37,779	-42.38%

Capital Outlay Detail:

Design of Police Lobby	\$10,950
2019 Ford F150 Truck	\$26,829
Total Capital Outlay	\$37,779

Fire Department

Mission Statement

The mission of the Richmond Fire Department is to provide services that foster and maintain a high level of service that provides for safety and the best interests of the public through, emergency response, emergency preparedness, code enforcement and education.

Department Functions and Responsibilities

The Richmond Fire Department is a full time 24 hour a day career department that serves over 60 square miles, some of which are areas contracted through subdivisions outside the city limits, for emergency response coverage.

Firefighters are paid employees of the City of Richmond and are responsible and accountable to the policies, rules and regulations prescribed by the city as well as the mandates required through the State of Texas.

Career, professionally trained firefighters, man three stations strategically situated throughout the response area. Firefighters employed by the City of Richmond are required to be certified through the Texas Commission on Fire Protection as well as being certified through the Department of Health and Human Services and the National Registry of Emergency Medical Technicians.

Richmond Fire Department has personnel professionally trained in specialized areas such as:

- Special Operations include: Hazardous Materials Response, Technical Rescue, Collapse Rescue, Trench Rescue, High Angle Rescue, Dive Team, and Swift Water.
- The fire department oversees Code Enforcement and the Fire Marshal's Office.

Department Achievements

- ★ Through evaluation and research, the department established a new relationship with Dr. Benjamin Oei, our Medical Director.
- ★ Revised and implemented new EMS protocols.
- ★ Internal promotion of a Lieutenant to Division Chief of Training (1 vacancy).
- ★ Internal promotion of two Firefighters to Lieutenant (1 vacancy, 1 promotion).
- ★ On-boarded and completed the Field Training Orientation for the replacement of five Firefighters (3 vacancies and 2 promotions).
- ★ Completed comprehensive review of the Standard Operating Guidelines and made adjustments in order to bring them up to date and meet TCFP requirements.
- ★ Positive engagement with the community throughout the response area during civic events.
- ★ Replaced three quarters of the outdated 1.50" fire hose with 1.75" fire hose.
- ★ Received and put in service new set of Holmatro rescue tools.

Departmental Goals

Comprehensive Master Plan Top-Ranked Priority

- ✓ To provide a safe, secure and family-oriented community by influencing, fostering and maintaining the interest of safety.

Departmental Goal

- Utilize the quality assurance plan to evaluate emergency response time data to maintain emergency response times to an average of less than five minutes and thirty seconds to both fire and emergency medical calls.
- Deliver fire safety classes to all schools in our jurisdiction during the fiscal year.
- Research and evaluate the abilities and benefits of obtaining an ISO PPC 1.
- Establish minimum company standard drills and implement the training for all engine crews by September 30, 2020.
- Commission a fire station location study to meet future response demands, begin with call response study by district by September 30, 2020.

Performance Measures

	Actual <u>FY 17-18</u>	Estimate <u>FY 18-19</u>	Budget <u>FY 19-20</u>
Fire Safety Education for Public Schools	100%	100%	100%
Response Time Less Than Five Minutes Thirty Seconds	85%	85%	90%
Meet ISO recommended drills	70%	75%	75%
Provide EMS and Fire Continuing Education Tracking	75%	85%	90%

Workload Indicators

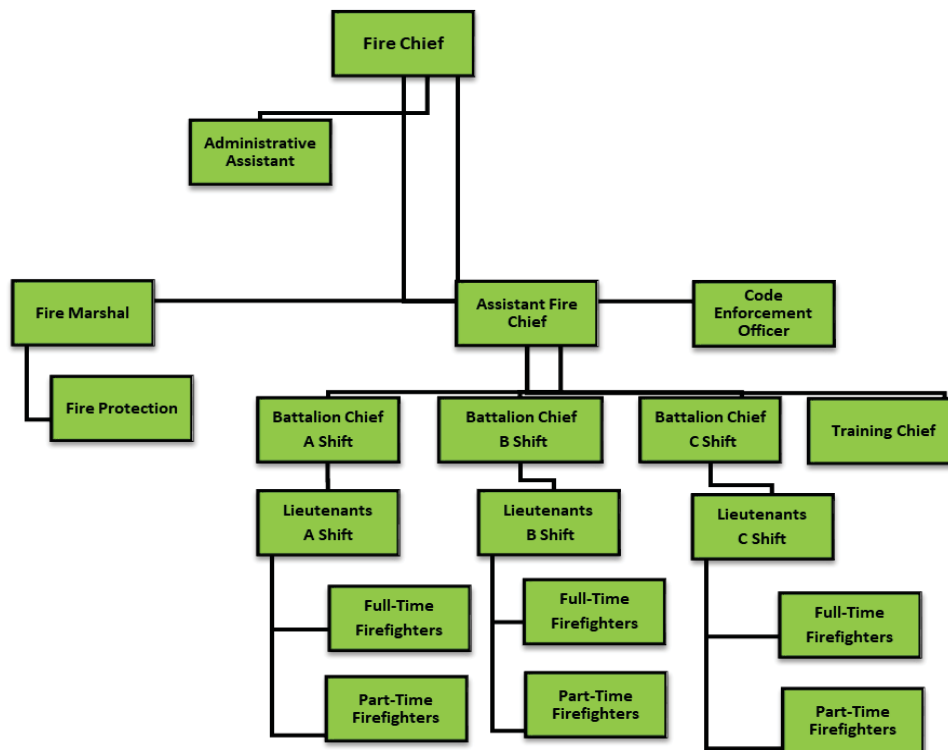
	Actual <u>FY 17-18</u>	Estimate <u>FY 18-19</u>	Budget <u>FY 19-20</u>
Fire Safety Classes / Total Audience	47 / 3,851	50 / 4,500	50 / 5,000
Average Response Time (minutes)	6:06	6:00	6:00
Process Medical Supply Orders	11	12	12
Process Training Request from Staff	41	55	75
Staff Training Hours for the Year	6,308	4,500	5,000
Total Fire Department Calls for Service (calendar)	4,900	5,100	5,350
Community Events Attended	45	45	50

Personnel History (FTE)

	Actual FY 17-18	Estimate FY 18-19	Budget FY 19-20
Fire Chief	1	1	1
Assistant Fire Chief	1	1	1
Training Chief	1	1	1
Battalion Chief	3	3	3
Lieutenant	9	9	9
Firefighters	21	21	21
Code Enforcement Officer	1	1	1
Administrative Assistant	1	1	1
Part Time Firefighters	5.21	3.91	2.47
Total Personnel	43.21	41.91	40.47

Departmental Organizational Chart

Full-Time Equivalent (FTE)



City of Richmond
Annual Budget
FY 2019-2020

Fire Department - Central
Expenditure Detail

General Fund
Account: 10-5150

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent +/(-)
40000 Salaries	\$2,165,584	\$2,221,660	\$2,102,600	\$2,335,534	5.13%
40125 Overtime	\$407,148	\$235,000	\$456,350	\$300,000	27.66%
40130 Salaries Part-time	\$109,596	\$161,665	\$83,221	\$108,274	-33.03%
40150 Social Security	\$167,242	\$162,336	\$162,336	\$166,086	2.31%
40200 Medicare	\$39,113	\$37,966	\$37,966	\$38,843	2.31%
40250 Retirement	\$367,889	\$362,173	\$378,075	\$380,632	5.10%
40350 Workers' Compensation	\$44,404	\$54,280	\$44,901	\$48,412	-10.81%
40400 Health Insurance	\$409,030	\$598,409	\$444,540	\$493,319	-17.56%
40500 Recruiting	\$1,916	\$5,000	\$600	\$0	-100.00%
40550 Medical Surveillance	\$9,540	\$18,680	\$3,000	\$18,680	0.00%
40600 Uniforms and Clothing	\$18,161	\$19,500	\$26,022	\$19,500	0.00%
40650 Travel and Training	\$40,489	\$47,000	\$36,000	\$47,000	0.00%
40750 Office Supplies	\$12,397	\$17,250	\$11,274	\$15,000	-13.04%
40800 Postage	\$695	\$900	\$900	\$900	0.00%
40950 Shop Tools & Equipment	\$1,155	\$1,650	\$900	\$1,650	0.00%
41000 Fire Hose & Equipment	\$38,183	\$52,000	\$49,000	\$60,000	15.38%
41025 Bunker Gear and Supplies	\$37,322	\$42,000	\$42,000	\$50,000	19.05%
41050 EMS Supplies	\$6,556	\$12,000	\$8,110	\$12,000	0.00%
41100 Gasoline and Diesel	\$38,105	\$44,000	\$36,150	\$44,000	0.00%
41150 Tires & Batteries	\$6,618	\$5,600	\$6,000	\$5,600	0.00%
41300 Janitorial Supplies	\$7,642	\$5,500	\$5,467	\$5,500	0.00%
41650 Periodicals-Memberships	\$1,668	\$6,500	\$5,673	\$6,500	0.00%
41950 Equipment Repair	\$14,386	\$21,553	\$21,000	\$21,553	0.00%
42000 Building Repair & Maint.	\$19,058	\$15,000	\$15,000	\$15,000	0.00%
42100 Vehicle Repair	\$45,752	\$41,000	\$78,331	\$92,500	125.61%
42150 Equipment Rental	\$2,577	\$2,800	\$2,800	\$2,800	0.00%
42210 Engineering & Prof. Fees	\$0	\$500	\$0	\$500	0.00%
42250 Contract Services	\$24,404	\$24,500	\$29,929	\$24,500	0.00%
42400 Maintenance Contract	\$5,930	\$9,500	\$9,500	\$9,500	0.00%
42450 Lab Fees	\$0	\$500	\$0	\$500	0.00%
42600 Utilities	\$29,431	\$33,500	\$29,600	\$30,000	-10.45%
42700 Telephone & Pagers	\$60,362	\$55,992	\$51,587	\$55,992	0.00%
42850 Miscellaneous	\$3,195	\$3,450	\$3,450	\$3,450	0.00%
42900 Capital Outlay	\$44,663	\$531,100	\$531,100	\$219,130	-58.74%
43000 Principal - Fire Truck & Station	\$0	\$0	\$0	\$0	0.00%
43050 Interest - Fire Truck & Station	\$0	\$0	\$0	\$0	0.00%
43165 Transfer to Other Funds	\$0	\$0	\$13,469	\$0	0.00%
Total Expenditures	\$4,180,212	\$4,850,464	\$4,726,851	\$4,632,854	-4.49%

Expenditures By Category

Salaries & Benefits	\$3,711,922	\$3,838,489	\$3,710,589	\$3,871,099	0.85%
Materials & Supplies	\$423,627	\$480,875	\$471,693	\$542,625	12.84%
Capital Outlay	\$44,663	\$531,100	\$544,569	\$219,130	-58.74%
Principal and Interest	\$0	\$0	\$0	\$0	0.00%

Capital Outlay Detail:

Fire Station #2 - To complete project	\$219,130
Total Capital Outlay	\$219,130

Emergency Management

Mission Statement

The mission of the Emergency Management Department is to provide an integrated emergency management plan for all natural, manmade, or technological hazards that could adversely affect citizens, businesses, and visitors to the community by preparing, training, and coordinating emergency responses and recover efforts for the City of Richmond.

Department Functions and Responsibilities

The Office of Emergency Management provides a comprehensive emergency management program that includes planning, response, recovery and mitigation from natural and human made disasters. With a focus of building a resilient community, the emergency management coordinator directs emergency preparedness, national incident management training and disaster recovery, to city staff, and citizens. Emergency Management is a managerial function charged with creating the framework within which communities reduce vulnerability to hazards and cope with disasters.

Department Achievements

- ★ Training – Grant submittals – Incident Operations – Community Awareness (Social Media)

Departmental Goals

Comprehensive Master Plan Top-Ranked Priority

- ✓ Enhance Community Resiliency: Enhance innovation and workplace excellence to reduce the City's disaster risk: Work with internal and external customers/partners to identify ways we can better manage, reduce or mitigate homeland security and emergency risks from natural, technological or terrorism events using an "All Hazards Approach".

Organization-wide Goal

- Update Comprehensive Emergency Plans: Review existing emergency operations plans, procedures, ordinances and related documents; ensure compliance with NIMS and Homeland Security Directives. Make recommendations for changes or enhancements.

Departmental Goal

- Validate Emergency Response & Recovery Capabilities: Review Emergency Operations Center (EOC) operational structure and staffing. Review response and recovery contacts. Make recommendations for changes or enhancements. Employ "One Team-One Plan-One Mission".
- Provide a platform for training and education for employees on the National Incident Command System (NIMS).
- Research opportunities to fund projects and ventures through Local, State, and Federal Grant funding.
- Oversee and provide direction for the City of Richmond and work with other entities and agencies during emergency situations.
- Serve as a conduit to promote awareness through different mediums to keep the public and city officials informed.

Performance Measures

	Actual FY 17-18	Estimate FY 18-19	Budget FY 19-20
Percent of employees w/minimum NIMs requirements	100%	95%	100%
Emergency Plans revised percent accomplished	Yes	Yes	Yes

Workload Indicators

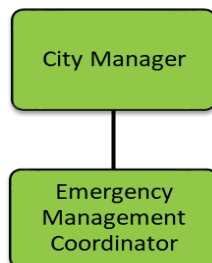
	Actual FY 17-18	Estimate FY 18-19	Budget FY 19-20
Number of City wide training exercises per year	1	2	2
Number of County wide training exercises per year	0	1	2

Personnel History (FTE)

	Actual FY 17-18	Estimate FY 18-19	Budget FY 19-20
Emergency Management Coordinator	1	1	1
Total Personnel	1	1	1

Departmental Organizational Chart

Full-Time Equivalent (FTE)



City of Richmond
Annual Budget
FY 2019-2020

Emergency Management
Expenditure Detail

General Fund
Account: 10-5152

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent +/(-)
40000 Salaries	\$75,320	\$78,647	\$69,906	\$74,360	-5.45%
40125 Overtime	\$0	\$0	\$0	\$0	0.00%
40150 Social Security	\$4,336	\$4,876	\$3,998	\$4,610	-5.45%
40200 Medicare	\$1,014	\$1,140	\$975	\$1,078	-5.45%
40250 Retirement	\$10,833	\$11,594	\$10,335	\$11,011	-5.03%
40350 Workers' Compensation	\$1,345	\$1,631	\$1,350	\$1,367	-16.16%
40400 Health Insurance	\$14,956	\$20,009	\$8,520	\$11,011	-44.97%
40550 Medical Surveillance	\$85	\$120	\$120	\$120	0.00%
40600 Uniforms	\$0	\$500	\$500	\$500	0.00%
40650 Travel and Training	\$0	\$3,000	\$900	\$3,000	0.00%
40750 Office Supplies	\$606	\$2,750	\$2,700	\$2,750	0.00%
40800 Postage	\$0	\$0	\$0	\$0	0.00%
41100 Gasoline and Diesel	\$1,158	\$1,200	\$800	\$1,200	0.00%
41150 Tires & Batteries	\$0	\$400	\$0	\$400	0.00%
41650 Periodicals-Memberships	\$175	\$600	\$200	\$600	0.00%
41950 Equipment Repair	\$182	\$2,500	\$100	\$2,500	0.00%
42100 Vehicle Repair	\$2,738	\$1,500	\$400	\$1,500	0.00%
42150 Equipment Rental	\$0	\$0	\$0	\$0	0.00%
42250 Contract Services	\$56	\$1,500	\$500	\$1,500	0.00%
42400 Maintenance Contracts	\$0	\$0	\$0	\$0	0.00%
42600 Utilities	\$0	\$0	\$0	\$0	0.00%
42700 Telephone & Pagers	\$802	\$800	\$800	\$800	0.00%
42850 Miscellaneous	\$607	\$1,500	\$100	\$1,500	0.00%
42851 Hurricane Harvey	\$3,335	\$0	\$0	\$0	0.00%
42852 May 2019 Severe Weather	\$0	\$0	\$860	\$0	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
Total Expenditures	\$117,549	\$134,267	\$103,064	\$119,808	-10.77%

Expenditures By Category

Salaries & Benefits	\$107,804	\$118,017	\$95,204	\$103,558	-12.25%
Materials & Supplies	\$9,745	\$16,250	\$7,860	\$16,250	0.00%
Capital Outlay	\$0	\$0	\$0	\$0	0.00%

Fire Marshal

Mission Statement

The Fire Marshal's office is committed to providing our community with a professional fire and life safety program through fire protection plan reviews, informative occupancy inspections, effective fire and life safety code enforcement, and public fire prevention and safety education in order to reduce the loss of life and property to all of the citizens and the visitors of the City of Richmond.

Department Functions and Responsibilities

The Fire Marshal's Office manages the Fire Prevention Division and is overseen by the Richmond Fire Department. This division manages plan reviews, permits, collects fees and handles all building related inspections including foundation, framing, electrical, plumbing, and mechanical. Also, the fire prevention division manages code enforcement and food health and safety.

Members of the Fire Marshal's Office conduct fire and arson investigations by certified peace officers. These officers also inspect buildings for health and safety issues. The Fire Operations Division works in conjunction with Fire Prevention personnel to present public fire safety education to all schools as well as other groups. Some of the safety presentations include fire, seat belts, and gun and water safety.

Departmental Goals

Comprehensive Master Plan Top-Ranked Priority

- ✓ Partnership with local community outreach organizations and non-profits to provide assistance to property owners in efforts to rehabilitate and preserve Richmond's existing neighborhoods and community assets. These partnerships will be initiated during the first quarter of FY2020 with action steps developed by the close of FY2020.

Organization-wide Goal

- Fire Prevention and Inspections – Conducting regular fire and building inspections serves to create and maintain a safe environment to live, work, play and travel within our borders. The Fire Marshal's Office will conduct initial inspections on all commercial occupancies within the city limits. These initial inspections will be completed by September 1, 2020.

Departmental Goal

- Conduct Safety classes for school aged children as well as promote fire safety to mature citizens in our community. Addressing these groups promotes safety among our most vulnerable citizens. The Fire Marshal's Office will facilitate five safety presentations at the public schools within the city limits during Fiscal Year 2020.

Performance Measures

	Actual FY 17-18	Estimate FY 18-19	Budget FY 19-20
Fire Safety Inspections on Commercial Occupancies:	95%	95%	100%
Development Meeting Attendance:	90%	95%	95%
Percent of calls answered in two days:	95%	90%	100%
Pre-Plan	N/A	N/A	100%

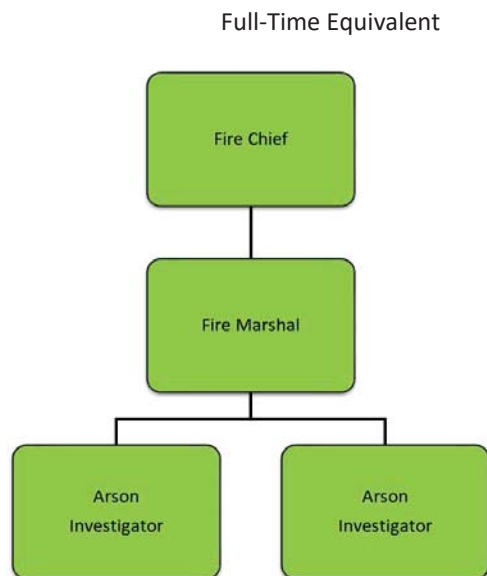
Workload Indicators

	Actual FY 17-18	Estimate FY 18-19	Budget FY 19-20
Fire Safety Inspections:	163	180	180
Development Meetings:	225	250	250
Safety Presentations at schools:	19	45	35
Pre-Plan	N/A	N/A	289

Personnel History (FTE)

	Actual FY 17-18	Estimate FY 18-19	Budget FY 19-20
Fire Marshal	1	1	1
Arson Investigator	4	2	2
Total Personnel	5	3	3

Departmental Organizational Chart



City of Richmond
 Annual Budget
 FY 2019-2020

Fire Marshal
 Expenditure Detail

General Fund
 Account: 10-5153

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent + / (-)
40000 Salaries	\$311,504	\$319,205	\$229,970	\$199,520	-37.49%
40125 Overtime	\$7,041	\$4,500	\$4,000	\$4,500	0.00%
40150 Social Security	\$18,386	\$19,791	\$13,296	\$12,649	-36.09%
40200 Medicare	\$4,300	\$4,628	\$3,113	\$2,958	-36.09%
40250 Retirement	\$45,694	\$47,059	\$34,674	\$30,210	-35.80%
40350 Workers' Compensation	\$5,797	\$6,618	\$5,600	\$3,751	-43.32%
40400 Health Insurance	\$66,790	\$109,576	\$55,000	\$56,516	-48.42%
40550 Medical Surveillance	\$570	\$1,200	\$520	\$1,200	0.00%
40600 Uniforms	\$7,295	\$6,800	\$6,600	\$6,800	0.00%
40650 Travel and Training	\$7,175	\$7,000	\$7,000	\$10,000	42.86%
40750 Office Supplies	\$2,036	\$2,500	\$900	\$2,500	0.00%
40800 Postage	\$1,025	\$1,000	\$400	\$1,000	0.00%
41100 Gasoline and Diesel	\$8,828	\$7,000	\$7,000	\$7,000	0.00%
41150 Tires & Batteries	\$111	\$2,500	\$1,800	\$2,500	0.00%
41250 Inspection Supplies	\$1,801	\$1,000	\$800	\$1,000	0.00%
41350 Fire Prevention Materials	\$4,830	\$4,000	\$4,500	\$8,000	100.00%
41400 Supplies and Ammunition	\$523	\$3,000	\$2,800	\$3,000	0.00%
41650 Periodicals-Memberships	\$1,097	\$1,800	\$1,600	\$1,800	0.00%
41950 Equipment Repair	\$0	\$500	\$100	\$500	0.00%
42000 Building Repair & Maint.	\$0	\$0	\$0	\$0	0.00%
42100 Vehicle Repair	\$2,944	\$2,000	\$1,200	\$2,000	0.00%
42150 Equipment Rental	\$0	\$200	\$0	\$200	0.00%
42200 Legal & Acct. Fees	\$0	\$0	\$0	\$0	0.00%
42210 Engineer & Prof. Fees	\$0	\$0	\$0	\$0	0.00%
42250 Contract Services	\$7,271	\$6,725	\$6,725	\$6,725	0.00%
42300 Code Enforcement	\$16,209	\$15,000	\$20,000	\$25,000	66.67%
42400 Maintenance Contracts	\$0	\$0	\$0	\$0	0.00%
42450 Lab Fees	\$0	\$500	\$500	\$500	0.00%
42600 Utilities	\$0	\$0	\$0	\$0	0.00%
42700 Telephone & Pagers	\$4,678	\$4,500	\$4,500	\$4,500	0.00%
42800 Licenses & Permits	\$85	\$450	\$450	\$450	0.00%
42850 Miscellaneous	\$379	\$250	\$250	\$250	0.00%
42900 Capital Outlay	\$0	\$42,500	\$42,500	\$0	-100.00%
Total Expenditures	\$526,367	\$621,802	\$455,798	\$395,029	100.00%

Expenditures By Category

Salaries & Benefits	\$459,511	\$512,577	\$346,173	\$311,304	-39.27%
Materials & Supplies	\$66,855	\$66,725	\$67,125	\$83,725	25.48%
Capital Outlay	\$0	\$42,500	\$42,500	\$0	-100.00%

City of Richmond
 Annual Budget
 FY 2019-2020

Fire Department - Station #2
 Expenditure Detail

General Fund
 Account: 10-5155

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent +/(%)
40750 Office Supplies	\$0	\$0	\$0	\$700	100.00%
40950 Shop Tools & Equipment	\$0	\$100	\$100	\$750	650.00%
41000 Fire Hose & Equipment	\$0	\$2,000	\$2,000	\$0	-100.00%
41050 EMS Supplies	\$277	\$0	\$0	\$0	0.00%
41100 Gasoline and Diesel	\$1,909	\$10,000	\$2,840	\$10,000	0.00%
41150 Tires & Batteries	\$122	\$2,000	\$0	\$1,500	-25.00%
41300 Janitorial Supplies	\$0	\$0	\$0	\$1,000	100.00%
41950 Equipment Repair	\$169	\$1,000	\$300	\$2,000	100.00%
42000 Building Repair & Maint.	\$0	\$0	\$0	\$0	0.00%
42100 Vehicle Repair	\$1,992	\$6,500	\$7,500	\$0	-100.00%
42250 Contract Services	\$0	\$0	\$7,200	\$4,200	100.00%
42600 Utilities	\$0	\$0	\$0	\$4,500	100.00%
42700 Telephone & Pagers	\$0	\$0	\$0	\$12,000	100.00%
42850 Miscellaneous	\$182	\$0	\$0	\$1,000	100.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
Total Expenditures	\$4,651	\$21,600	\$19,940	\$37,650	74.31%

Expenditures By Category

Salaries & Benefits	\$0	\$0	\$0	\$0	0.00%
Materials & Supplies	\$4,651	\$21,600	\$19,940	\$37,650	74.31%
Capital Outlay	\$0	\$0	\$0	\$0	0.00%

City of Richmond
 Annual Budget
 FY 2019-2020

Fire Department - Station #3
 Expenditure Detail

General Fund
 Account: 10-5157

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent +/(%)
40750 Office Supplies	\$0	\$700	\$200	\$700	0.00%
40950 Shop Tools & Equipment	\$6	\$750	\$500	\$750	0.00%
41000 Fire Hose & Equipment	\$2,169	\$3,000	\$1,500	\$0	-100.00%
41050 EMS Supplies	\$1,797	\$0	\$0	\$0	0.00%
41100 Gasoline and Diesel	\$0	\$0	\$900	\$1,000	100.00%
41150 Tires & Batteries	\$1,793	\$1,500	\$600	\$1,500	0.00%
41300 Janitorial Supplies	\$2,428	\$1,000	\$1,000	\$1,000	0.00%
41400 Ammunition	\$0	\$0	\$0	\$0	0.00%
41500 Film and Photo Process	\$0	\$0	\$0	\$0	0.00%
41650 Periodicals-Memberships	\$0	\$0	\$0	\$0	0.00%
41950 Equipment Repair	\$23	\$2,000	\$1,800	\$2,000	0.00%
42000 Building Repair & Maint.	\$1,800	\$4,000	\$4,000	\$20,000	400.00%
42100 Vehicle Repair	\$6,432	\$6,000	\$20,000	\$0	-100.00%
42150 Equipment Rental	\$0	\$0	\$0	\$0	0.00%
42200 Legal & Acct. Fees	\$0	\$0	\$0	\$0	0.00%
42210 Engineer & Prof. Fees	\$0	\$0	\$0	\$0	0.00%
42250 Contract Services	\$3,022	\$3,350	\$3,000	\$3,350	0.00%
42400 Maintenance Contracts	\$111	\$800	\$600	\$800	0.00%
42600 Utilities	\$3,712	\$4,500	\$3,750	\$4,000	-11.11%
42700 Telephone & Pagers	\$11,008	\$12,000	\$12,770	\$12,000	0.00%
42850 Miscellaneous	\$292	\$1,000	\$950	\$1,000	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
Total Expenditures	\$34,592	\$40,600	\$51,570	\$48,100	18.47%

Expenditures By Category

Salaries & Benefits	\$0	\$0	\$0	\$0	0.00%
Materials & Supplies	\$34,592	\$40,600	\$51,570	\$48,100	18.47%
Capital Outlay	\$0	\$0	\$0	\$0	0.00%

Building Department

Mission Statement

The mission of the Richmond Building Department is to provide and maintain a team dedicated to providing exceptional customer service. We will continue to provide a professional approach to meet the needs of property and business owners of Richmond. The Building Department will exceed in customer expectations, trust, respect and integrity in all of our customer relations.

Department Functions and Responsibilities

The Building Department is under the direction of the Assistant City Manager. The Building Department is responsible for enforcing the provisions of the Building Code. This Building Department manages plan reviews, issuing of permits, licenses, collects fees and handles all building related inspections including foundation, framing, electrical, plumbing, and mechanical. The Building official manages new construction, remodeling, health, building inspections, and the permit office.

Departmental Goals

Comprehensive Master Plan Top-Ranked Priority

- ✓ Educate staff on the 2015 International Building Codes, Unified Development Code and laws.

Organization-wide Goal

- Streamline permitting and inspection processes.

Departmental Goal

- Continue to upgrade technology with Planning, Public Works, Flood Plain Administrator, and Fire Marshal departments to create a more efficient plan review process.

Performance Measures

	Actual FY 17-18	Estimate FY 18-19	Budget FY 19-20
Number of educational meetings with staff	40	28	30

Workload Indicators

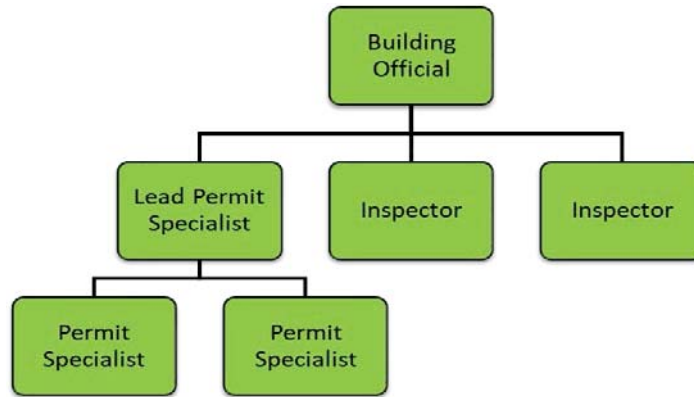
	Actual FY 17-18	Estimate FY 18-19	Budget FY 19-20
Building Permits Issued:	3,725	1,803	3,000
Building Inspections Conducted:	6,748	5,359	6,500

Personnel History (FTE)

	Actual FY 17-18	Estimate FY 18-19	Budget FY 19-20
Building Official	1	1	1
Lead Permit Specialist	1	1	1
Permit Specialist	2	2	2
Inspector	0	2	2
Total Personnel	4	6	6

Departmental Organizational Chart

Full-Time Equivalent (FTE)



City of Richmond
Annual Budget
FY 2019-2020

Building Department
Expenditure Detail

General Fund
Account: 10-5159

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent +/(%)
40000 Salaries	\$188,478	\$196,885	\$233,371	\$310,900	57.91%
40125 Overtime	\$480	\$500	\$500	\$500	0.00%
40150 Social Security	\$11,382	\$12,207	\$14,500	\$19,307	58.16%
40200 Medicare	\$2,662	\$2,855	\$3,370	\$4,515	58.16%
40250 Retirement	\$27,175	\$29,026	\$32,700	\$46,111	58.86%
40350 Workers' Compensation	\$455	\$517	\$517	\$549	6.16%
40400 Health Insurance	\$46,862	\$64,241	\$48,500	\$64,675	0.68%
40550 Medical Surveillance	\$240	\$120	\$120	\$120	0.00%
40600 Uniforms and Clothing	\$813	\$1,500	\$1,450	\$2,000	33.33%
40650 Travel and Training	\$2,639	\$3,500	\$3,500	\$4,500	28.57%
40750 Office Supplies	\$1,818	\$3,000	\$5,500	\$3,000	0.00%
40800 Postage	\$740	\$800	\$640	\$800	0.00%
41100 Gasoline and Diesel	\$208	\$1,000	\$2,000	\$3,600	260.00%
41150 Tires & Batteries	\$0	\$500	\$400	\$500	0.00%
41250 Inspection Supplies	\$0	\$300	\$800	\$1,300	333.33%
41300 Janitorial Supplies	\$0	\$100	\$50	\$100	0.00%
41650 Periodicals-Memberships	\$2,254	\$2,800	\$2,600	\$2,800	0.00%
41950 Equipment Repair	\$160	\$500	\$100	\$500	0.00%
42000 Building Repair & Maint.	\$0	\$500	\$150	\$500	0.00%
42100 Vehicle Repair	\$155	\$500	\$1,389	\$2,000	300.00%
42150 Equipment Rental	\$3,202	\$3,220	\$3,220	\$3,220	0.00%
42250 Contract Services	\$4,191	\$3,670	\$15,000	\$15,000	308.72%
42400 Maintenance Contracts	\$0	\$0	\$0	\$0	0.00%
42600 Utilities	\$0	\$0	\$0	\$0	0.00%
42700 Telephone & Pagers	\$9,875	\$9,800	\$9,800	\$9,800	0.00%
42800 Licenses & Permits	\$0	\$1,000	\$700	\$1,000	0.00%
42850 Miscellaneous	\$357	\$250	\$250	\$250	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
Total Expenditures	\$304,147	\$339,291	\$381,127	\$497,547	46.64%

Expenditures By Category

Salaries & Benefits	\$277,494	\$306,231	\$333,578	\$446,557	45.82%
Materials & Supplies	\$26,653	\$33,060	\$47,549	\$50,990	54.23%
Capital Outlay	\$0	\$0	\$0	\$0	0.00%

Parks

Mission Statement

The mission of the Parks Department is to provide services that enhance the City's Parks System and create an environment that is clean, safe and beautiful for the citizens of the City of Richmond to enjoy.

Department Functions and Responsibilities

The Parks Department maintains George Park which has 10-baseball fields, 12-soccer fields, 4-softball fields, 1 football field, 2-sand volleyball areas, 1-pavilion, 2-concession stands, a one mile jogging trail, and 2-large picnic areas. The Parks Department also takes care of Crawford Park, Clay Park, Wessendorff Park, Wessendorff Trails, and Freeman Town Park.

Duties include, picking up trash, mowing, cleaning restrooms, weed-eating, maintenance and inspection on all equipment, applying fertilizers, herbicides, and grounds maintenance.

Departmental Goals

Comprehensive Master Plan Top-Ranked Priority

- ✓ Provide a safe and esthetically pleasing park environment for citizens and visitors.
- ✓ Maintain landscapes and appearance of City facilities and monuments.

Organization-wide Goal

- Improve efficiency of park maintenance.

Departmental Goal

- Encourage and promote employees to receive continuing education.

Performance Measures

	Actual FY 17-18	Estimate FY 18-19	Budget FY 19-20
Park Area Maintained (square acres)	323	330	330
Inspections of play areas and equipment (per year)	12	12	12

Workload Indicators

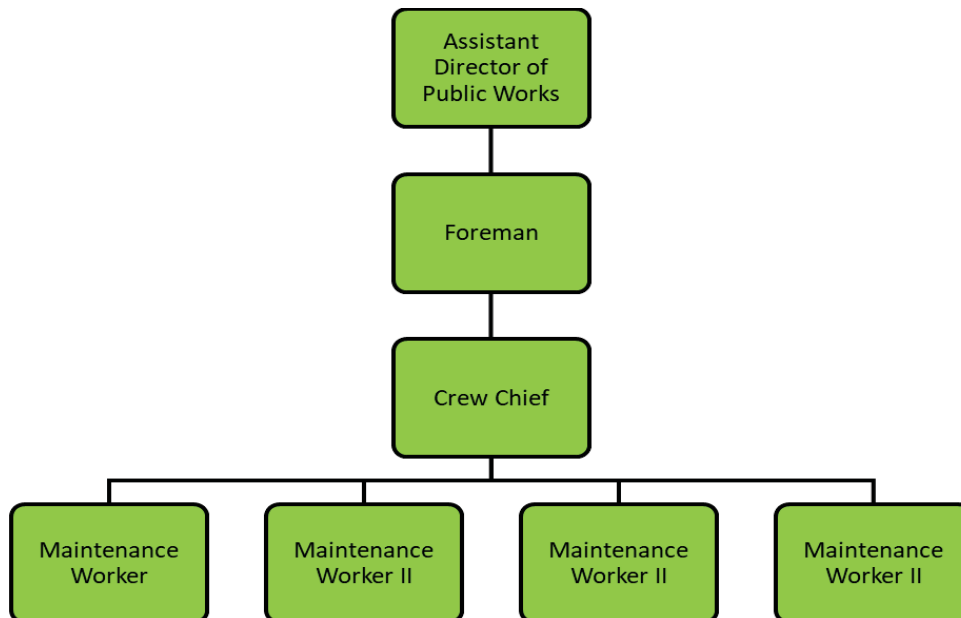
	Actual FY 17-18	Estimate FY 18-19	Budget FY 19-20
Special Events / parades	6 / 1	6 / 1	6 / 1
Mow and groom six (6) City parks (times per year)	58	58	58

Personnel History (FTE)

	Actual FY 17-18	Estimate FY 18-19	Budget FY 19-20
Foreman	1	1	1
Crew Chief	1	1	1
Maintenance Worker	1	1	1
Maintenance Worker II	3	3	3
Total Personnel:	6	6	6

Departmental Organizational Chart

Full-Time Equivalent (FTE)



City of Richmond
Annual Budget
FY 2019-2020

Parks Department
Expenditure Detail

General Fund
Account: 10-5160

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent +/(%)
40000 Salaries	\$184,987	\$194,429	\$191,500	\$200,289	3.01%
40125 Overtime	\$10,937	\$5,360	\$5,360	\$5,360	0.00%
40150 Social Security	\$12,486	\$12,387	\$12,433	\$12,750	2.93%
40200 Medicare	\$2,920	\$2,897	\$2,928	\$2,982	2.93%
40250 Retirement	\$28,192	\$29,454	\$28,535	\$30,451	3.39%
40350 Workers' Compensation	\$4,360	\$4,912	\$4,900	\$3,225	-34.35%
40400 Health Insurance	\$58,467	\$82,489	\$67,927	\$74,138	-10.12%
40550 Medical Surveillance	\$230	\$250	\$250	\$250	0.00%
40600 Uniforms and Clothing	\$3,166	\$4,150	\$3,930	\$4,000	-3.61%
40650 Travel and Training	\$0	\$1,000	\$50	\$500	-50.00%
40750 Office Supplies	\$147	\$1,000	\$300	\$1,000	0.00%
40850 Paint, Hardware Supplies	\$1,545	\$5,000	\$1,500	\$5,000	0.00%
40950 Shop Tools & Equipment	\$519	\$4,000	\$2,000	\$4,000	0.00%
41100 Gasoline and Diesel	\$20,503	\$20,000	\$15,000	\$16,000	-20.00%
41150 Tires & Batteries	\$1,533	\$2,000	\$1,500	\$2,000	0.00%
41300 Janitorial Supplies	\$2,477	\$3,000	\$3,000	\$3,000	0.00%
41350 Chemicals	\$973	\$1,000	\$1,000	\$1,000	0.00%
41950 Equipment Repair	\$10,412	\$8,000	\$8,000	\$8,000	0.00%
42000 Building Repair & Maint.	\$9,745	\$21,000	\$5,000	\$15,000	-28.57%
42050 Grounds Maintenance	\$57,884	\$25,000	\$18,500	\$25,000	0.00%
42100 Vehicle Repair	\$2,628	\$10,000	\$5,000	\$8,000	-20.00%
42150 Equipment Rental	\$68	\$500	\$100	\$500	0.00%
42250 Contract Services	\$4,674	\$6,000	\$1,500	\$6,000	0.00%
42600 Utilities	\$246	\$10,000	\$14,510	\$15,000	50.00%
42700 Telephone & Pagers	\$3,302	\$4,200	\$3,960	\$4,200	0.00%
42800 Licenses & Permits	\$127	\$300	\$150	\$300	0.00%
42850 Miscellaneous	\$3,687	\$4,500	\$2,500	\$4,500	0.00%
42900 Capital Outlay	\$22,262	\$54,100	\$14,100	\$10,000	-81.52%
43165 Transfer to Other Funds	\$0	\$0	\$40,000	\$0	0.00%
Total Expenditures	\$448,479	\$516,928	\$455,433	\$462,445	-10.54%

Expenditures By Category

Salaries & Benefits	\$302,349	\$331,928	\$313,583	\$329,195	-0.82%
Materials & Supplies	\$146,130	\$185,000	\$101,850	\$133,250	-27.97%
Capital Outlay	\$0	\$0	\$40,000	\$0	0.00%

Capital Outlay Detail:

Replace Metal Receptacles	\$10,000
Total Capital Outlay	\$10,000

Facilities

Mission Statement

The mission of the Facilities Department is to provide services than enhance the City’s facilities in a clean, safe work place for the city employees and the general public.

Department Functions and Responsibilities

The Facilities Department reports to the Assistant Public Works Director and oversees the set-up, operation, monitoring and maintenance of facility and site systems, by outsourcing and/or by hands-on repair. The Facilities Department plays an integral role in infrastructure modification and expansion of existing facilities as well as to-be-constructed facilities; assists in or handles (in total) associated contracts/requisitions processing; helps with preparing bid specifications, obtains quotes, prepares and initiates contracts plus follows through for adequate completion and follow up; and will serve as major contact for facility contractors, vendors, and internal customers.

The Facilities Department also supervises one custodian and oversees the janitorial duties for the Police Department, City Hall, and City Hall Annex facilities. Duties include: picking up trash, waxing floors, cleaning restrooms, mopping floors, dusting all furniture, vacuuming, changing light bulbs, and other duties as assigned.

Departmental Goals

Comprehensive Master Plan Top-Ranked Priority

- ✓ Continuously seek ways to improve the service to our employees, citizens and visitors to our city.

Organization-wide Goal

- Provide a safe, clean and comfortable work environment for employees and the City’s customers.
- To manage facilities in a safe and secure manner ensuring the optimum comfort level for employees and citizens.

Departmental Goal

- Have no work related injuries.
- To pursue and achieve customer satisfaction by always being responsive and following through on customer requests. Also proactive measures in addressing the maintenance needs of facilities through routine building inspections and preventive maintenance, customer needs are addressed directly, by processing service requests and work orders through the City’s iWorQ System.

Performance Measures

	Actual FY 17-18	Estimate FY 18-19	Budget FY 19-20
Number of days lost to injury/illness	0	0	0
Percent of days performing all assigned tasks	100%	100%	100%

Workload Indicators

	<u>Actual FY 17-18</u>	<u>Estimate FY 18-19</u>	<u>Budget FY 19-20</u>
Facility assessments completed	5	5	7
Number of complaints from internal customers	0	0	0

Personnel History (FTE)

	<u>Actual FY17-18</u>	<u>Estimate FY 18-19</u>	<u>Budget FY 19-20</u>
Facility Service Technician	1	1	1
Custodian	2	2	1
Total Personnel	3	3	2

Departmental Organizational Chart

Full-Time Equivalent (FTE)



City of Richmond
 Annual Budget
 FY 2019-2020

Facilities Department
 Expenditure Detail

General Fund
 Account: 10-5170

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent +/(-)
40000 Salaries	\$110,205	\$112,375	\$112,375	\$81,765	-27.24%
40125 Overtime	\$568	\$1,000	\$950	\$1,000	0.00%
40150 Social Security	\$6,298	\$7,029	\$6,443	\$5,131	-27.00%
40200 Medicare	\$1,473	\$1,644	\$1,523	\$1,200	-27.00%
40250 Retirement	\$15,929	\$16,714	\$17,103	\$12,255	-26.68%
40350 Workers' Compensation	\$3,255	\$3,655	\$3,655	\$1,791	-51.00%
40400 Health Insurance	\$37,482	\$53,765	\$46,540	\$30,305	-43.63%
40600 Uniforms and Clothing	\$1,008	\$1,565	\$950	\$1,565	0.00%
40650 Travel & Training	\$0	\$1,000	\$0	\$1,000	0.00%
40950 Shop Tools & Equip	\$1,324	\$1,200	\$1,200	\$1,200	0.00%
41100 Gasoline and Diesel	\$3,440	\$3,300	\$3,300	\$3,300	0.00%
41300 Janitorial Supplies	\$6,115	\$5,500	\$5,150	\$5,500	0.00%
41950 Equipment Repair	\$0	\$200	\$200	\$200	0.00%
42000 Bldg Repair & Maint	\$3,697	\$3,800	\$12,800	\$3,800	0.00%
42100 Vehicle Repair & Maint	\$71	\$1,000	\$900	\$1,000	0.00%
42150 Equipment Rental	\$550	\$2,700	\$1,000	\$2,700	0.00%
42250 Contracted Services	\$43,466	\$71,300	\$36,000	\$77,300	8.42%
42850 Miscellaneous	\$421	\$500	\$200	\$500	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
Total Expenditures	\$235,301	\$288,248	\$250,289	\$231,513	-19.68%

Expenditures By Category

Salaries & Benefits	\$175,210	\$196,183	\$188,589	\$133,448	-31.98%
Materials & Supplies	\$60,092	\$92,065	\$61,700	\$98,065	6.52%
Capital Outlay	\$0	\$0	\$0	\$0	0.00%

Planning

Mission Statement

The mission of the Planning Department is to effectively manage growth and development in accordance with the Comprehensive Master Plan and zoning regulations adopted by the City Commission; to facilitate ordinance amendments and new policies as necessary; and to provide excellent internal and external customer service in a growing city.

Department Functions and Responsibilities

The Planning Department is primarily responsible for the logical and systematic planning of the City's growth and development by providing professional support to citizens, developers, the Planning and Zoning Commission, the Zoning Board of Adjustment, the City Commission, and other City departments. The Department also provides support to the Richmond Historical Commission and houses the City's Historical Preservation Officer (HPO). The Planning Department is responsible for the implementation of the Unified Development Code (UDC), Comprehensive Master Plan, and other adopted plans. The Department maintains and houses a majority of the City's GIS database and produces maps for all City departments.

Departmental Goals

Organization-wide Goal

- Ensure a well-planned City which is safe, beautiful, and livable through the implementation of the Comprehensive Master Plan, Unified Development Code, and other Master Plans.
- Facilitate desirable and high-quality new developments that are compatible with the existing community.
- Ensure preservation of historic properties and community assets.

Departmental Goal

- Provide professional planning services to the City Commission, Planning and Zoning Commission, Zoning Board of Adjustment, Richmond Historical Commission, appointed committees, City departments, and the Richmond Community.
- Facilitation and continued education of the Unified Development Code and Official Zoning Map to the community, developers, and City staff.
- Maintain a Geographical Information System in the City and support other departments as necessary.

Performance Measures

	Actual <u>FY 17-18</u>	Estimate <u>FY 18-19</u>	Budget <u>FY 19-20</u>
GIS Maps generated	10	15	15
GIS map updates and miscellaneous maps	60	95	100
Wayfinding Signs posted	0	13	0
Complete Master Plan Adoption	0	0	0
Comprehensive Master Plan Review/Update	0	1	1
Historic District Programs (Historic Property Tax Exemption/Mural Guidelines)	0	2	2
Award Applications (Scenic City Certification)	0	1	1

Workload Indicators

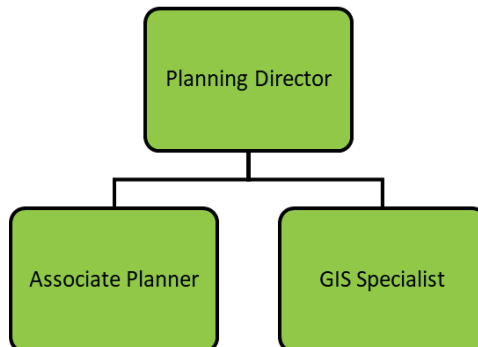
	<u>Actual FY 17-18</u>	<u>Estimate FY 18-19</u>	<u>Budget FY 19-20</u>
Plats reviewed	40	36	40
Site Plans reviewed	25	24	25
Re-zonings processed	4	6	7
Limited Use Permits processed	0	0	2
Conditional Use Permits processed	0	0	1
Variances processed	6	4	5
UDC Text Amendments	4	3	7
Annexations and Inclusions to ETJ	5	2	4
Sign Permit Applications Approved	35	56	60
Certificates of Appropriateness processed	15	14	15
Historic Property Tax Exemptions	0	3	5
Inspections (New development and new signs)	0	8	30

Personnel History (FTE)

	<u>Actual FY17-18</u>	<u>Estimate FY 18-19</u>	<u>Budget FY 19-20</u>
Planning Director	1	1	1
Associate Planner	1	1	1
GIS Specialist	1	1	1
Total Personnel	3	3	3

Departmental Organizational Chart

Full-Time Equivalent (FTE)



City of Richmond
 Annual Budget
 FY 2019-2020

Planning Department
 Expenditure Detail

General Fund
 Account: 10-5175

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent + / (-)
40000 Salaries	\$162,316	\$184,931	\$169,750	\$187,734	1.52%
40125 Overtime	\$673	\$300	\$290	\$300	0.00%
40150 Social Security	\$10,380	\$11,466	\$10,250	\$11,658	1.68%
40200 Medicare	\$2,428	\$2,682	\$2,421	\$2,726	1.68%
40250 Retirement	\$23,480	\$27,263	\$24,444	\$27,843	2.13%
40350 Workers' Compensation	\$452	\$495	\$495	\$332	-32.98%
40400 Health Insurance	\$28,313	\$41,244	\$31,500	\$32,338	-21.60%
40550 Medical Surveillance	\$0	\$120	\$120	\$120	0.00%
40600 Uniforms and Clothing	\$0	\$0	\$0	\$500	100.00%
40650 Travel and Training	\$3,250	\$9,310	\$5,345	\$9,310	0.00%
40750 Office Supplies	\$1,827	\$3,500	\$2,100	\$3,500	0.00%
40800 Postage	\$507	\$300	\$300	\$300	0.00%
41300 Janitorial Supplies	\$0	\$0	\$0	\$0	0.00%
41650 Periodicals-Memberships	\$306	\$1,575	\$1,500	\$1,575	0.00%
42000 Building Repair & Maint.	\$350	\$500	\$150	\$500	0.00%
42150 Equipment Rental	\$800	\$805	\$805	\$805	0.00%
42200 Legal & Accounting Fees	\$0	\$0	\$0	\$0	0.00%
42250 Contract Services	\$6,394	\$13,000	\$15,100	\$15,100	16.15%
42400 Maintenance Contracts	\$0	\$0	\$0	\$0	0.00%
42600 Utilities	\$0	\$0	\$0	\$0	0.00%
42700 Telephone & Pagers	\$9,138	\$9,100	\$10,500	\$10,500	15.38%
42850 Miscellaneous	\$0	\$100	\$0	\$100	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
Total Expenditures	\$250,614	\$306,691	\$275,070	\$305,242	-0.47%

Expenditures By Category

Salaries & Benefits	\$228,042	\$268,381	\$239,150	\$262,932	-2.03%
Materials & Supplies	\$22,572	\$38,310	\$35,920	\$42,310	10.44%
Capital Outlay	\$0	\$0	\$0	\$0	0.00%

Municipal Court

Mission Statement

The mission of Municipal Court is to treat the citizens who appear in Municipal Court in a courteous, fair, efficient manner and assure them of a fair, impartial and timely disposition of their cases. Municipal Court is entrusted with authority and jurisdiction of all Class C misdemeanor criminal cases that arise as a result of violations of the Texas Uniform Traffic Act, the Texas Penal Code and other State law and City ordinances. These services are intended to be provided in a timely, accurate and cost effective manner.

Department Functions and Responsibilities

The Court Administrator is under the direction of the Finance Director. The Court Clerks are under the direction of the Court Administrator.

The functions of the Municipal Court include the processing of citations, accepting and preparing complaints, scheduling cases, preparing docket, notifying persons of scheduled hearings, maintaining court records, and preparing state reports, affidavits, appeals and sworn statements. The Court maintains the "failure to appear" reporting program, and prepares jury summons and subpoenas, complaints and other associated duties of trial preparation.

The presiding Judge is appointed by the City Commission to serve for a two year term, and the Commission fixes remuneration. The Judge presides over all arraignment hearings and trials, both jury and non-jury, sets bonds, signs arrest and capias warrants, and performs magistrate functions for prisoners and juveniles. The prosecutor for the City prosecutes violations of City ordinances and Class C misdemeanors.

Department Achievements

- ★ Participated locally in the Warrant Round Up to help increase the number of cases dispositioned in the end of February through early March 2019; including a walk in docket on a Friday and Saturday.
- ★ Internal Annual Warrant Audit completed.
- ★ Successfully implemented a new filing system.
- ★ Successfully updated from Incode V8 to Incode V2019.2.
- ★ Successfully switched from APS to Brazos Technology to improve the citation upload process.

Departmental Goals

Organization-wide Goal

- To invest in the development of staff to meet the growth and demands of the City.
- Continue to improve technology in the Municipal Court Department to strengthen the image of Richmond.

Departmental Goal

- Efficiently process and administer all matters coming into and before the Municipal Court.
- Ensure that court records are accurate, available and properly retained.
- Provide clerks with additional training and continuing education.
- Continue to update and improve office and courtroom security.

Performance Measures

	Actual FY 17-18	Estimate FY 18-19	Budget FY 19-20
Number of training hours completed:	50	120	126
Conversion to paperless (percent completed):	10%	20%	50%
Cases disposed within 180 day of filing	56%	58%	70%

Workload Indicators

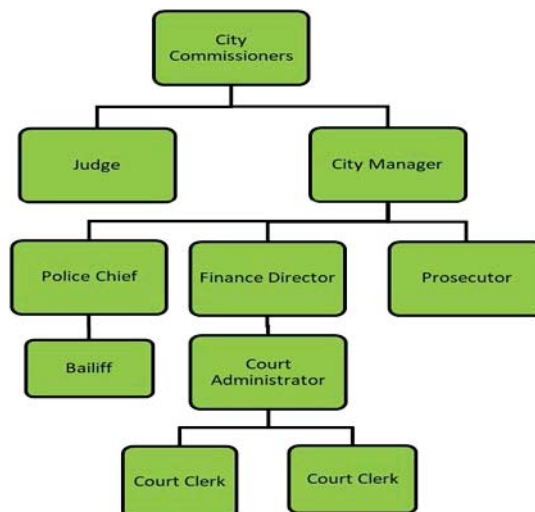
	Actual FY 17-18	Estimate FY 18-19	Budget FY 19-20
Number of cases filed:	2,632	3,000	3,200
Disposed cases:	2,029	2,500	2,700
Payments processed by check:	2,433	2,800	3,000
Warrants cleared:	1,053	1,300	1,500

Personnel History (FTE)

	Actual FY 17-18	Estimate FY 18-19	Budget FY 19-20
Court Administrator	1	1	1
Court Clerk	2	2	2
Bailiff	1	1	1
Total Personnel	4	4	4

Departmental Organizational Chart

Full-Time Equivalent (FTE)



City of Richmond
Annual Budget
FY 2019-2020

Municipal Court
Expenditure Detail

General Fund
Account: 10-5180

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent +/(%)
40000 Salaries	\$124,353	\$141,890	\$141,890	\$157,316	10.87%
40010 Salaries Contract	\$67,506	\$70,500	\$70,500	\$70,500	0.00%
40020 Salaries Jury	\$132	\$2,000	\$2,000	\$2,000	0.00%
40125 Overtime	\$1,568	\$0	\$950	\$0	0.00%
40150 Social Security	\$7,674	\$8,797	\$8,797	\$9,754	10.87%
40200 Medicare	\$1,795	\$2,057	\$2,057	\$2,281	10.87%
40250 Retirement	\$18,127	\$20,918	\$20,918	\$23,295	11.36%
40350 Workers' Compensation	\$1,417	\$1,579	\$1,579	\$1,144	-27.56%
40400 Health Insurance	\$40,519	\$61,253	\$49,600	\$55,018	-10.18%
40550 Medical Surveillance	\$120	\$150	\$0	\$150	0.00%
40600 Uniforms and Clothing	\$382	\$500	\$500	\$500	0.00%
40650 Travel and Training	\$2,913	\$6,000	\$5,000	\$6,000	0.00%
40750 Office Supplies	\$3,436	\$4,750	\$4,750	\$4,750	0.00%
40800 Postage	\$1,000	\$1,500	\$1,200	\$1,500	0.00%
41100 Gasoline - Vehicle	\$1,655	\$3,000	\$1,720	\$3,000	0.00%
41300 Janitorial Supplies	\$0	\$100	\$0	\$0	-100.00%
41650 Periodicals-Memberships	\$465	\$475	\$475	\$475	0.00%
41950 Equipment Repair & Maint	\$198	\$395	\$300	\$395	0.00%
42000 Building Repair & Maint.	\$1,922	\$1,200	\$400	\$1,200	0.00%
42100 Vehicle Repair	\$0	\$750	\$750	\$750	0.00%
42150 Equipment Rental	\$2,951	\$2,900	\$2,900	\$3,000	3.45%
42200 Legal & Prof. Fees	\$0	\$100	\$100	\$100	0.00%
42250 Contract Services	\$54,873	\$54,500	\$54,500	\$59,500	9.17%
42400 Maintenance Contracts	\$7,476	\$5,000	\$5,000	\$5,000	0.00%
42700 Telephones and Pagers	\$10,093	\$10,120	\$11,800	\$11,800	16.60%
42820 State Court Cost	\$100,155	\$116,500	\$116,500	\$116,500	0.00%
42850 Miscellaneous	\$102	\$250	\$250	\$250	0.00%
42900 Capital Outlay	\$0	\$12,000	\$6,545	\$13,000	8.33%
Total Expenditures	\$450,833	\$529,185	\$510,982	\$549,177	3.78%

Expenditures By Category

Salaries & Benefits	\$263,092	\$308,995	\$298,292	\$321,307	3.98%
Materials & Supplies	\$187,742	\$208,190	\$206,145	\$214,870	3.21%
Capital Outlay	\$0	\$12,000	\$6,545	\$13,000	8.33%

Capital Outlay Detail:

Paperless Court	\$13,000
Total Capital Outlay	\$13,000

City of Richmond
Annual Budget
FY 2019-2020

General Fund Expenditure Summary

Department	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent +/(-)
10-5100 General Government	\$1,178,099	\$1,401,166	\$1,507,792	\$1,347,007	-3.87%
10-5102 Human Resources	\$0	\$0	\$0	\$392,793	100.00%
10-5105 Public Works	\$366,272	\$458,744	\$299,038	\$483,201	5.33%
10-5110 Fleet Maintenance	\$205,064	\$240,884	\$249,808	\$222,045	-7.82%
10-5115 Information Technology	\$264,741	\$263,563	\$263,563	\$247,295	-6.17%
10-5120 Street	\$1,479,695	\$1,735,390	\$1,666,952	\$1,645,923	-5.16%
10-5130 Sanitation	\$1,633,181	\$1,625,895	\$1,654,700	\$1,554,480	-4.39%
10-5140 Police	\$3,741,428	\$4,413,449	\$4,428,276	\$4,607,095	4.39%
10-5150 Fire - Central	\$4,180,212	\$4,850,464	\$4,726,851	\$4,632,854	-4.49%
10-5152 Emergency Management	\$117,549	\$134,267	\$103,064	\$119,808	-10.77%
10-5153 Fire Marshal	\$526,367	\$621,802	\$455,798	\$395,029	-36.47%
10-5155 Fire - Station #2	\$4,651	\$21,600	\$19,940	\$37,650	74.31%
10-5157 Fire - Station #3	\$34,592	\$40,600	\$51,570	\$48,100	18.47%
10-5159 Building	\$304,147	\$339,291	\$381,127	\$497,547	46.64%
10-5160 Parks	\$448,479	\$516,928	\$455,433	\$462,445	-10.54%
10-5170 Facilities	\$235,301	\$288,248	\$250,289	\$231,513	-19.68%
10-5175 Planning	\$250,614	\$306,691	\$275,070	\$305,242	-0.47%
10-5180 Municipal Court	\$450,833	\$529,185	\$510,982	\$549,177	3.78%
Total Expenditures	\$15,421,225	\$17,788,167	\$17,300,252	\$17,779,205	-0.05%

General Fund Expenditure Summary
By Expenditure Category

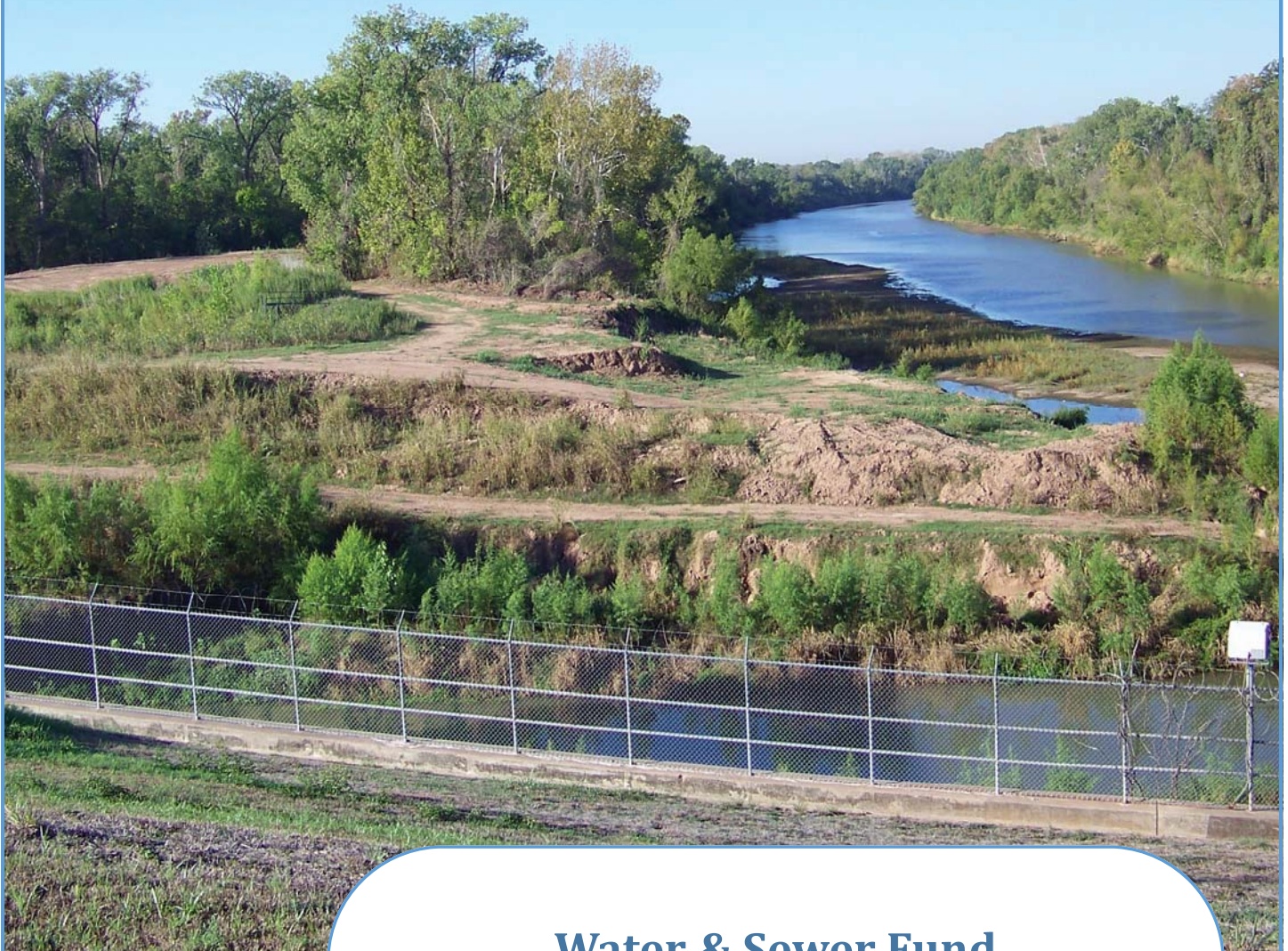
	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent +/(-)
Salaries & Benefits	\$10,666,732	\$12,416,736	\$11,683,261	\$12,479,682	0.51%
Materials & Supplies	\$4,468,380	\$4,664,375	\$4,380,622	\$4,850,459	3.99%
Capital Outlay	\$286,113	\$707,056	\$1,236,369	\$449,064	-36.49%
Principal and Interest	\$0	\$0	\$0	\$0	0.00%
Total Expenditures	\$15,421,225	\$17,788,167	\$17,300,252	\$17,779,205	-0.05%



RICHMOND
EST. **TEXAS** 1837



RICHMOND
EST. **TEXAS** 1837



Water & Sewer Fund

The Water and Sewer Fund accounts for the operations that provide water and wastewater utility services to the public. The services are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that costs of providing goods or services to the general public will be recovered primarily through user charges.

Water and Sewer Fund
 Long-Range Financial Forecast

	Actual 2017-18	Budget 2018-19	% Δ	Estimate 2018-19	% Δ	Budget 2019-20	% Δ
Beginning Fund Balance	\$3,033,223	\$3,539,884		\$3,740,402		\$2,166,624	
Revenues:							
Water Collections	\$3,600,046	\$4,320,000	20%	\$3,397,298	-21%	\$4,080,000	20%
Sewer Collections	\$3,156,953	\$3,937,500	25%	\$3,286,800	-17%	\$3,800,000	16%
Taps and Fees	\$360,388	\$300,000	-17%	\$231,900	-23%	\$360,400	55%
Charges for Service - Other	\$342,009	\$302,500	-12%	\$295,100	-2%	\$304,500	3%
Other Income	\$559,942	\$30	-100%	\$3,335		\$2,600	
Total Revenues	\$8,019,338	\$8,860,030	10%	\$7,214,433	-19%	\$8,547,500	18%
Expenditures:							
Salaries & Fees	\$2,157,199	\$2,763,441	28%	\$2,423,495	-12%	\$2,714,655	12%
Materials & Supplies	\$2,590,433	\$2,847,860	10%	\$2,980,916	5%	\$2,588,221	-13%
Capital Outlay	\$1,526	\$0	100%	\$205,800	100%	\$9,624	-95%
Interfund Transfers	\$2,563,000	\$3,178,000	24%	\$3,178,000	0%	\$3,235,000	2%
Total Expenditures	\$7,312,158	\$8,789,301	20%	\$8,788,211	0%	\$8,547,500	-3%
Ending Fund Balance	\$3,740,402	\$3,610,613		\$2,166,624		\$2,166,624	
20% Operating Reserve	\$1,462,127	\$1,757,860		\$1,716,482		\$1,707,575	
Excess funds available for capital improvements	n/a	n/a		n/a		n/a	

LONG-RANGE FINANCIAL FORECAST

Forecast

2020-21	2021-22	2022-23	2023-24
\$2,166,624	\$2,313,850	\$2,588,090	\$3,009,827
4,202,400	4,328,472	4,458,326	4,592,076
4,142,000	4,514,780	4,921,110	5,364,010
367,608	374,960	382,459	390,109
316,680	329,347	342,521	356,222
2,704	2,812	2,925	3,042
\$9,031,392	\$9,550,372	\$10,107,341	\$10,705,458
2,823,242	2,936,171	3,053,618	3,175,763
2,717,632	2,853,514	2,996,189	3,145,999
3,343,292	3,486,446	3,635,797	3,791,617
\$8,884,166	\$9,276,131	\$9,685,605	\$10,113,378
\$2,313,850	\$2,588,090	\$3,009,827	\$3,601,906
\$1,776,833	\$1,855,226	\$1,937,121	\$2,022,676
\$537,016	\$732,864	\$1,072,706	\$1,579,231

Revenue Assumptions

Water Collections: Anticipated growth in the Municipal Utility Districts in the City's ETJ and an increase in water rates of approximately 3% due to the results of a water/wastewater rate study.

Sewer Collections: Anticipated growth in the Municipal Utility Districts in the City's ETJ and an increase in sewer rates of approximately 11% due to the results of a water/wastewater rate study.

Expenditure Assumptions

Salaries & Wages: Includes an anticipated increase in health insurance rates of 15% and a cost of living increase of 4%.

Materials & Supplies: Increase in cost of materials to keep pace with the 3.91% CPI increase.

City of Richmond
Annual Budget
FY 2019-2020

Water and Sewer Fund
Revenues and Expenses

Revenues		Actual 2017-2018	Budget * 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent +/(%)
20-3075	Water Collections	\$3,600,046	\$4,320,000	\$3,397,298	\$4,080,000	-5.56%
20-3080	Sewer Collections	\$3,156,953	\$3,937,500	\$3,286,800	\$3,800,000	-3.49%
20-3085	Water Taps and Fees	\$359,438	\$300,000	\$231,900	\$360,400	20.13%
20-3090	Sewer Taps and Fees	\$950	\$0	\$0	\$0	0.00%
20-3055	Interest Income	\$1,723	\$30	\$3,335	\$2,600	8566.67%
20-3060	Intergovt. Revenues	\$34,216	\$0	\$0	\$0	0.00%
20-3065	Transfer from Other Funds	\$556,589	\$0	\$0	\$0	0.00%
20-3070	Other Income	\$126,316	\$130,000	\$122,600	\$132,000	1.54%
20-3105	Service Charge	\$178,813	\$170,000	\$170,000	\$170,000	0.00%
20-3120	Returned Check Fee	\$2,664	\$2,500	\$2,500	\$2,500	0.00%
20-3150	Contributed Capital	\$0	\$0	\$0	\$0	0.00%
20-3201	Contributions - Debt Refunding	\$0	\$0	\$0	\$0	0.00%
20-3202	Donated Assets	\$0	\$0	\$0	\$0	0.00%
Total Revenues		\$8,019,338	\$8,860,030	\$7,214,433	\$8,547,500	-3.53%
						% of Total W&S Expenses
Expenses						
20-5200	Accounting & Collecting	\$752,921	\$1,152,567	\$960,754	\$996,481	11.66%
20-5210	Customer Service	\$298,141	\$331,973	\$321,040	\$339,174	3.97%
20-5215	Meter	\$249,823	\$305,673	\$277,000	\$304,709	3.56%
20-5260	Water Production	\$638,077	\$779,527	\$606,987	\$713,828	8.35%
20-5265	Water Distribution	\$820,322	\$823,581	\$819,753	\$831,554	9.73%
20-5270	Wastewater Collection	\$297,281	\$559,834	\$481,101	\$561,868	6.57%
20-5275	Wastewater Treatment	\$1,692,594	\$1,658,147	\$1,458,315	\$1,564,886	18.31%
20-5235	Contracted Services	\$0	\$0	\$342,631	\$0	0.00%
20-5235	Transfer to other Funds	\$1,862,520	\$2,489,355	\$2,489,355	\$2,549,650	29.83%
20-5235	Transfer to Debt Service Fund	\$700,480	\$688,645	\$688,645	\$685,350	8.02%
Total Expenses		\$7,312,158	\$8,789,301	\$8,445,580	\$8,547,500	
Excess Revenue/(Expense)		\$707,180	\$70,729	(\$1,231,147)	(\$0)	
Prior Year Balance **		\$3,033,223	\$3,539,884	\$3,740,403	\$2,509,256	
Actual/Anticipated Balance		\$3,740,403	\$3,610,613	\$2,509,256	\$2,509,255	
Fund Bal as % of Exp		51.15%	40.27%	44.29%	29.36%	
Fund Bal in Days		187	150	108	107	

* - as amended

** - Working Capital Basis

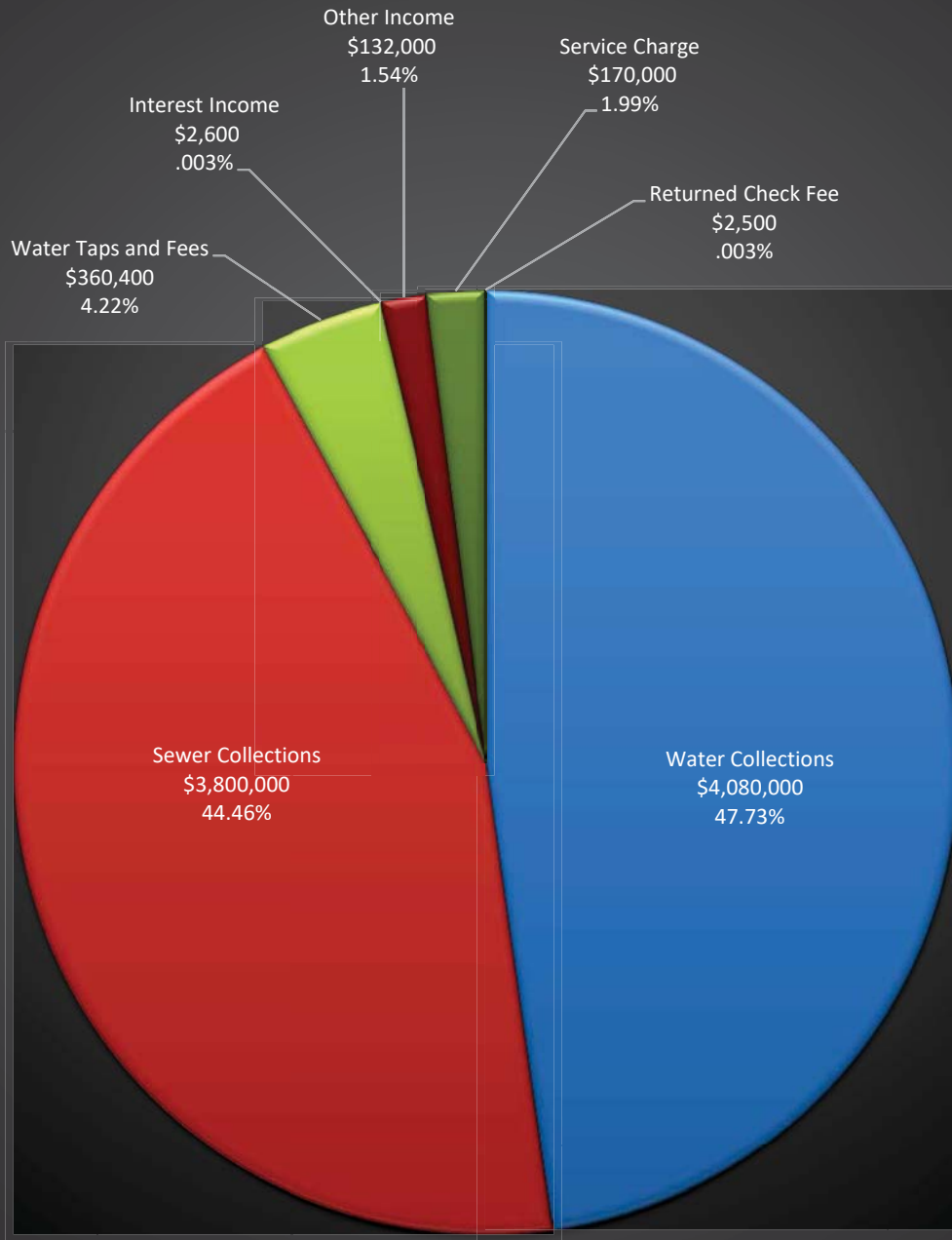
Description of Major Revenues

Water Collections (47.73%) – Water Collection revenues are estimated at \$4,080,000. This represents a decrease of (5.56%) over last year’s revenue estimate of \$4,320,000. Revenues within the Water and Sewer Fund are highly correlated with rain fall as well as growth within the area. It is expected that yearly water usage will fluctuate depending on precipitation levels in a given year. As a result budget consumption is calculated based on the average precipitation in the area over several years plus the expected rate of growth. The City bills for approximately 8,003 water connections each month. This estimate represents total connections for customers within the city limits and the Municipal Utility Districts operated by the City of Richmond.

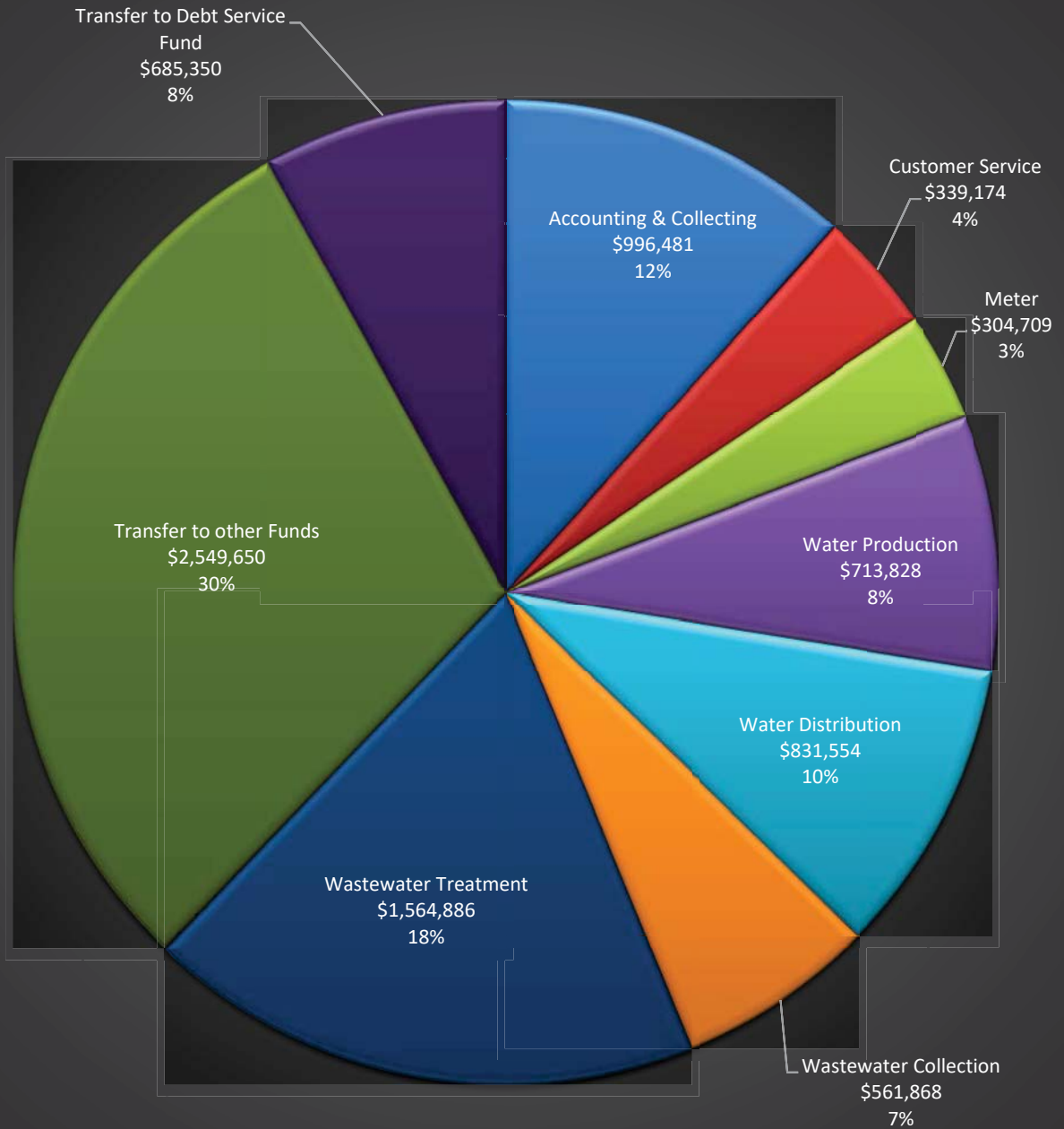
Sewer Collections (44.46%) – Sewer Collection revenues are estimated at \$3,800,000. This represents a decrease of (3.49%) over last year’s revenue estimate of \$3,937,500. Revenues within the Water and Sewer Fund are highly correlated with rain fall as well as growth within the area. It is expected that yearly water usage will fluctuate depending on precipitation levels in a given year. As a result budget consumption is calculated based on the average precipitation in the area over several years plus the expected rate of growth. The City bills for approximately 7,660 sewer connections each month. This estimate represents total connections for customers within the city limits and the Municipal Utility Districts operated by the City of Richmond.

Water Taps and Fees (4.23%) – Water Taps and Fees revenues are estimated at \$360,400. This represents an increase of 20.13% or \$60,400 over the adopted budget amount for FY2018-19. The City’s water and sewer collections have seen a decrease in revenues in FY2018-19 mainly correlated with the amount of rain fall received in our area, however water taps and fees continues to increase as new development (single family dwellings) are being constructed in various Municipal Utility Districts within the City’s extra-territorial jurisdictions (ETJ).

Water and Sewer Fund Revenues
FY 2019-2020



Water and Sewer Fund Expenditures FY 2019-2020



Accounting and Collecting

Mission Statement

The mission of the Accounting & Collecting Department is to provide services to citizens in a fair, consistent, cost-effective, courteous and organized manner; to provide citizens, management, mayor and commissioners accurate and useful financial information in a timely manner; and to deliver outstanding human resource services that focus on attracting, retaining, assisting, and developing a quality workforce in support of the City's commitment to provide leadership, services and infrastructure for a high quality of life for its citizens.

Department Functions and Responsibilities

The Accounting & Collecting Department is responsible for effectively administering the City's financial operations, fulfilling the duty to be publicly accountable, and facilitating City-wide programs and services of human resources. This includes establishing and improving accounting, budgeting and financial reporting standards. The Accounting & Collecting Department controls the collection and disbursement of funds and provides for their protection and investment. Maximum use of funds will be handled by timely collection and proper disbursement to obtain full use of investments. This department also facilitates compensation and benefits administration, employment, employee relations, performance management, policy compliance, and risk management.

Department Achievements

- ★ AA Credit Rating achieved.
- ★ GFOA Distinguished Budget Presentation Award received for the last nine consecutive years.
- ★ GFOA Excellence in Financial Reporting Award received for the last fourteen consecutive years.

Departmental Priorities and Goals

Organization-wide Goal

- Provide financial information to City departments, citizens, mayor and commissioners in an effective and timely manner.
- Attract, retain and develop a quality workforce.

Departmental Goal

- Provide exceptional service to both internal and external customers.
- Conduct monthly office staff meetings to improve communications.
- Continue training, cross-training and professional development of staff.
- Continue to seek operational efficiency and develop procedures to achieve the highest standards.
- Achieve the Traditional Finances Transparency Star.

Performance Measures

	Actual FY 17-18	Estimate FY 18-19	Budget FY 19-20
GFOA Excellence in Financial Reporting Award	Yes	Yes	Yes
GFOA Distinguished Budget Presentation Award	Yes	Yes	Yes
Employee Cross-training accomplished	80%	80%	100%
Budgeted training courses attended	90%	100%	100%
Planned procedures reviewed	80%	80%	100%

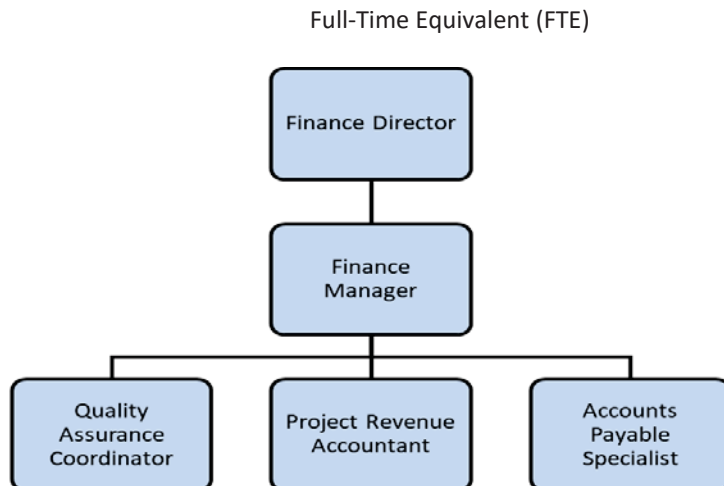
Workload Indicators

	Actual FY 17-18	Estimate FY 18-19	Budget FY 19-20
Percent of invoices paid within 30 days	100%	100%	100%

Personnel History (FTE)

	Actual FY 17-18	Estimate FY 18-19	Budget FY 19-20
Finance Director	1	1	1
Finance Manager	1	1	1
Human Resources Director	0	1	0
Human Resources Coordinator	1	1	0
Quality Assurance Coordinator	1	1	1
Project Revenue Accountant	1	1	1
Accountant/Accounts Payable	1	1	1
Total Personnel:	6	7	5

Departmental Organizational Chart



City of Richmond
Annual Budget
FY 2019-2020

Accounting and Collecting
Expenditure Detail

Water and Sewer Fund
Account: 20-5200

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent +/(-)
40000 Salaries	\$335,463	\$470,958	\$414,960	\$433,071	-8.04%
40050 Salaries Commissioners	\$2,288	\$2,250	\$2,250	\$2,250	0.00%
40125 Overtime	\$1,063	\$800	\$800	\$800	0.00%
40150 Social Security	\$19,249	\$29,199	\$23,127	\$26,900	-7.87%
40200 Medicare	\$4,502	\$6,829	\$5,500	\$6,291	-7.87%
40250 Retirement	\$48,411	\$69,431	\$62,029	\$64,245	-7.47%
40350 Workers' Compensation	\$923	\$1,238	\$1,238	\$765	-38.16%
40400 Health Insurance	\$79,462	\$150,162	\$112,688	\$92,748	-38.23%
40650 Travel and Training	\$4,949	\$6,500	\$6,800	\$7,500	15.38%
40750 Office Supplies	\$11,590	\$43,200	\$43,200	\$26,450	-38.77%
40800 Postage	\$1,000	\$1,500	\$1,600	\$2,000	33.33%
41650 Periodicals and Memberships	\$835	\$800	\$824	\$1,200	50.00%
41950 Equipment Repair	\$0	\$0	\$0	\$0	0.00%
42000 Building Repair & Maint.	\$36,521	\$1,200	\$0	\$1,200	0.00%
42150 Equipment Rental	\$3,458	\$3,700	\$3,700	\$3,700	0.00%
42200 Legal & Accounting Fees	\$26,785	\$31,000	\$31,000	\$31,000	0.00%
42250 Contract Services	\$44,476	\$104,500	\$98,000	\$156,500	49.76%
42400 Maintenance Contracts	\$5,986	\$13,000	\$12,500	\$13,000	0.00%
42500 Advertising	\$144	\$0	\$0	\$0	0.00%
42600 Utilities	\$2,392	\$5,000	\$3,476	\$5,000	0.00%
42700 Telephone & Pagers	\$16,332	\$16,200	\$18,362	\$16,200	0.00%
42750 Insurance & Bonding	\$63,788	\$66,500	\$75,900	\$62,060	-6.68%
42800 Licenses & Permits	\$0	\$0	\$0	\$0	0.00%
42850 Miscellaneous	\$172	\$1,000	\$200	\$1,000	0.00%
43050 Credit Card Fees	\$43,133	\$42,600	\$42,600	\$42,600	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
Total Expenditures	\$752,921	\$1,152,567	\$960,754	\$996,481	-13.54%

Expenditures By Category

Salaries & Benefits	\$491,360	\$730,867	\$622,592	\$627,071	-14.20%
Materials & Supplies	\$261,561	\$421,700	\$338,162	\$369,410	-12.40%
Capital Outlay	\$0	\$0	\$0	\$0	0.00%

Customer Service

Mission Statement

The mission of the Customer Service Department is to provide excellent service to our customers, accurate and timely reading of water meters for use in billing customers, and to provide the timely preparation and accurate billings and collections of utilities to customer accounts.

Department Functions and Responsibilities

Customer Service Department is responsible for the billing of water, wastewater, surface water, solid waste, sales tax on solid waste and other miscellaneous charges for the services provided by the City. The Customer Service Specialists manage customer inquiries, process customer requested service connections, disconnections, and transfers in person and by phone. Customer Service is responsible for the collection of current and delinquent accounts and monthly meter reading of water meters to process utility billings, and to respond to citizen inquiries concerning utility billing as well as following up on service requests and dispatch of work orders to the Meter Department.

Departmental Goals

Organization-wide Goal

- Develop a Customer Service training program to better meet the needs of customers.

Departmental Goal

- Implement E-Bills as an alternative for customers to receive their utility bills.
- Expand Customer Service Specialist training.
- Continue the conversion to paperless customer files using Content Manager.
- Implement text setup to inform customers with account reminders.
- Continue to update customer accounts with current account information.

Performance Measures

	Actual FY 17-18	Estimate FY 18-19	Budget FY 19-20
Customer Service Trainings:	2	2	4
Implementation of E-Bills (% complete):	0	0	25%
Conversion to paperless customer files (% complete):	0	0	25%

Workload Indicators

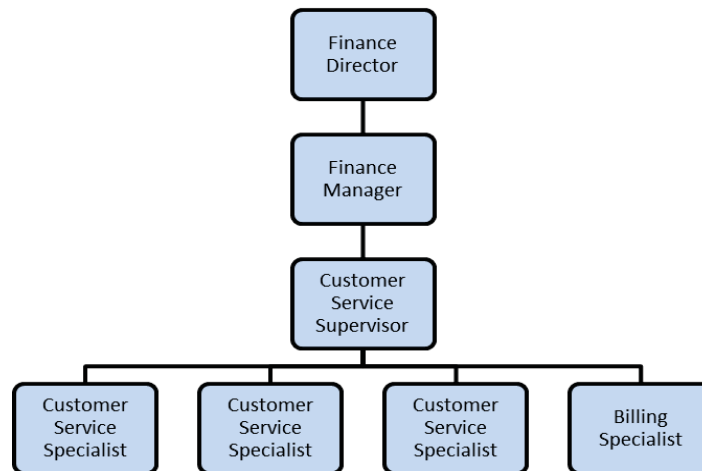
	Actual FY 17-18	Estimate FY 18-19	Budget FY 19-20
Customer Utility Bills processed:	89,371	93,963	95,463
Number of Online Payments:	12,259	14,675	14,875
Number of Automatic Bank Draft Payments:	13,140	17,013	17,163
Number of Auto Phone Payments (IVR):	0	320	3,840
Number of Walk-in, Night Drop Box and Mail Payments:	58,715	60,285	60,585
Number of hours open to the public per business day:	9.5	9.5	9.5

Personnel History (FTE)

	Actual FY17-18	Estimate FY 18-19	Budget FY 19-20
Customer Service Supervisor	1	1	1
Customer Service Specialist	3	3	3
Billing Specialist	1	1	1
Total Personnel:	5	5	5

Departmental Organizational Chart

Full-Time Equivalent (FTE)



City of Richmond
Annual Budget
FY 2019-2020

Customer Service
Expenditure Detail

Water and Sewer Fund
Account: 20-5210

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent + / (-)
40000 Salaries	\$112,204	\$118,335	\$130,175	\$139,496	17.88%
40125 Overtime	\$1,721	\$1,500	\$1,840	\$1,500	0.00%
40150 Social Security	\$6,946	\$10,623	\$8,100	\$8,742	-17.71%
40200 Medicare	\$1,624	\$2,484	\$1,918	\$2,044	-17.71%
40250 Retirement	\$16,409	\$25,259	\$19,525	\$20,878	-17.34%
40350 Workers' Compensation	\$429	\$450	\$450	\$249	-44.76%
40400 Health Insurance	\$38,141	\$75,001	\$62,207	\$53,391	-28.81%
40600 Uniforms & Clothing	\$524	\$540	\$540	\$500	-7.41%
40650 Travel & Training	\$66	\$5,000	\$1,700	\$4,000	-20.00%
40750 Office Supplies	\$2,473	\$8,000	\$7,400	\$7,000	-12.50%
40800 Postage	\$34,810	\$32,200	\$32,200	\$35,500	10.25%
41950 Equipment Repair	\$198	\$500	\$200	\$500	0.00%
42150 Equipment Rental	\$550	\$1,700	\$1,700	\$1,700	0.00%
42250 Contracted Services	\$60,291	\$27,550	\$27,550	\$28,000	1.63%
42400 Maintenance Contracts	\$9,859	\$10,000	\$11,975	\$12,000	20.00%
42700 Telephone & Pagers	\$11,583	\$12,330	\$13,550	\$13,550	9.89%
42850 Miscellaneous	\$315	\$500	\$10	\$500	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$9,624	100.00%
Total Expenditures	\$298,141	\$331,973	\$321,040	\$339,174	2.17%

Expenditures By Category

Salaries & Benefits	\$177,473	\$233,653	\$224,215	\$226,300	-3.15%
Materials & Supplies	\$120,668	\$98,320	\$96,825	\$103,250	5.01%
Capital Outlay	\$0	\$0	\$0	\$9,624	0.00%

Capital Outlay Detail:

(6) Smart Phones Meter Readers:	\$9,624
Total Capital Outlay	\$9,624

Meter

Mission Statement

It is the mission of the Richmond Meter Department to provide reliable, accurate meter inventory for Customer Utility Billing, to be the first responder for customer requests for service and convey information to the customer that is courteous, fair and accurate.

Department Functions and Responsibilities

The Meter Department is responsible for the comprehensive management and maintenance of water meters including setting, reading, locking and unlocking the meters during an account's set up, maintenance and transfer or cut off. The Meter Department also is responsible for timely responses to all work orders from Customer Service, and to work closely with Customer Service to ensure all water meter customer accounts are professionally and accurately maintained.

Departmental Goals

Organization-wide Goal

- Maintain accounts with meters that are changed out according to manufacture specifications.
- Complete routine billing work orders in a timely manner.
- Complete all new meter sets within 10 business days of the request.

Departmental Goal

- Full implementation of paperless work order system.
- Respond to all non-emergency service calls in a timely fashion.
- Respond to all emergency phone calls within one hour.

Performance Measures

	<u>Actual</u> FY 17-18	<u>Estimate</u> FY 18-19	<u>Budget</u> FY 19-20
Number of billing related work orders	300	375	3,000
Percentage of calls responded to within 1 hour	99%	99%	99%

Workload Indicators

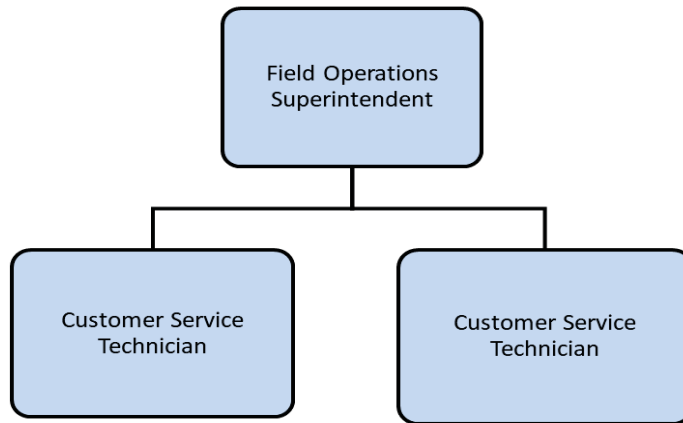
	<u>Actual</u> FY 17-18	<u>Estimate</u> FY 18-19	<u>Budget</u> FY 19-20
Number of metered accounts	6,980	6,342	8,035
Number of requests for service	5,500	6,000	6,000

Personnel History (FTE)

	<u>Actual FY 17-18</u>	<u>Estimate FY 18-19</u>	<u>Budget FY 19-20</u>
Customer Service Technician	2	2	2
Total Personnel	2	2	2

Departmental Organizational Chart

Full-Time Equivalent (FTE)



City of Richmond
Annual Budget
FY 2019-2020

Meter Department
Expenditure Detail

Water and Sewer Fund
Account: 20-5215

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent +/(%)
40000 Salaries	\$49,479	\$55,977	\$44,430	\$57,014	1.85%
40125 Overtime	\$2,211	\$4,500	\$1,000	\$4,500	0.00%
40150 Social Security	\$3,328	\$3,750	\$2,927	\$3,814	1.71%
40200 Medicare	\$778	\$877	\$685	\$892	1.71%
40250 Retirement	\$7,424	\$8,916	\$6,973	\$9,109	2.16%
40350 Workers' Compensation	\$1,813	\$2,010	\$2,010	\$1,235	-38.57%
40400 Health Insurance	\$20,031	\$43,574	\$12,500	\$39,075	-10.32%
40550 Medical Surveillance	\$0	\$300	\$0	\$300	0.00%
40600 Uniforms & Clothing	\$2,435	\$3,750	\$2,050	\$3,000	-20.00%
40650 Travel & Training	\$0	\$1,000	\$650	\$1,000	0.00%
40750 Office Supplies	\$1,580	\$0	\$0	\$0	0.00%
40850 Paint, Hardware Supplies	\$0	\$300	\$150	\$300	0.00%
40950 Shop Tools & Equipment	\$617	\$2,000	\$600	\$2,000	0.00%
41100 Gasoline	\$4,280	\$7,000	\$6,150	\$7,000	0.00%
41150 Tires & Batteries	\$188	\$1,000	\$900	\$1,000	0.00%
41550 New Meters	\$43,460	\$51,000	\$51,000	\$51,000	0.00%
41750 Meter supplies, pipes/etc.	\$28,615	\$20,000	\$20,000	\$20,000	0.00%
41800 Golf Cart Repair	\$0	\$750	\$750	\$750	0.00%
41850 Meter Repairs	\$2,095	\$4,000	\$10,350	\$4,000	0.00%
41950 Equipment Repair	\$0	\$500	\$100	\$500	0.00%
42000 Building Repair & Maint.	\$0	\$0	\$0	\$0	0.00%
42100 Vehicle Repair	\$4,899	\$5,000	\$3,500	\$5,000	0.00%
42150 Equipment Rental	\$0	\$0	\$0	\$0	0.00%
42250 Contracted Services	\$75,035	\$86,500	\$87,625	\$91,000	5.20%
42600 Utilities	\$0	\$270	\$0	\$270	0.00%
42700 Telephone & Pagers	\$1,243	\$2,000	\$1,250	\$1,250	-37.50%
42850 Miscellaneous	\$311	\$700	\$400	\$700	0.00%
42900 Capital Outlay	\$0	\$0	\$21,000	\$0	0.00%
Total Expenditures	\$249,823	\$305,673	\$277,000	\$304,709	-0.32%

Expenditures By Category

Salaries & Benefits	\$85,064	\$119,603	\$70,525	\$115,639	-3.31%
Materials & Supplies	\$164,758	\$186,070	\$185,475	\$189,070	1.61%
Capital Outlay	\$0	\$0	\$21,000	\$0	0.00%

City of Richmond
 Annual Budget
 FY 2019-2020

Other Water and Sewer
 Expenditure Detail

Water and Sewer Fund
 Account: 20-5235

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent + / (-)
40450 Salary Savings	\$0	\$0	\$0	(\$50,000)	-100.00%
42250 Contracted Services	\$0	\$0	\$342,631	\$0	0.00%
42960 Contingency	\$0	\$0	\$0	\$50,000	100.00%
43150 Transfer to Other Funds	\$1,862,520	\$2,489,355	\$2,489,355	2,549,650	2.42%
43155 Transfer to Debt Service	\$700,480	\$688,645	\$688,645	685,350	-0.48%
43160 Agent Fees	\$0	\$0	\$0	\$0	0.00%
Total Expenditures	\$2,563,000	\$3,178,000	\$3,520,631	\$3,235,000	1.79%

Expenditures By Category

Salaries & Benefits	\$0	\$0	\$0	\$0	0.00%
Materials & Supplies	\$0	\$0	\$342,631	\$0	0.00%
Capital Outlay	\$0	\$0	\$0	\$0	0.00%
Transfers	\$2,563,000	\$3,178,000	\$3,178,000	\$3,235,000	1.79%

Water Production

Mission Statement

The Water Production Department takes pride in maintaining a tradition of delivering ample superior quality water, vigilantly maintaining water infrastructure, and providing responsive and efficient customer-oriented service in a cost effective and innovative manner emphasizing responsible environmental stewardship and compliance with all regulatory requirements.

Department Functions and Responsibilities

The Water Production Department is responsible for the comprehensive management and maintenance of both the groundwater production and the treatment and storage of the City's groundwater. The City owns five groundwater facilities and contract operates one facility for Municipal Utility District 121.

Departmental Goals

Organization-wide Goal

- To be compliant with all applicable Local, State and Federal environmental laws and policies.
- Operate and maintain water production infrastructure in a manner to deliver safe, clean and reliable potable water for use by the City's customers.
- Maintain production facility infrastructure to extend the useful life of equipment and assets.

Departmental Goal

- One hour response time for all calls.

Performance Measures

	Actual FY 17-18	Estimate FY 18-19	Budget FY 19-20
TCEQ MCL Violations	1	0	0
Number of water quality tests per year	9,500	9,500	9,500
Percentage of calls responded within one hour	99%	99%	99%
Number of bacteriological samples collected	440	460	460

Workload Indicators

	Actual FY 17-18	Estimate FY 18-19	Budget FY 19-20
Groundwater Produced per year (Million Gallons)	631*	297	300
Percent accountability	95%	95%	95%

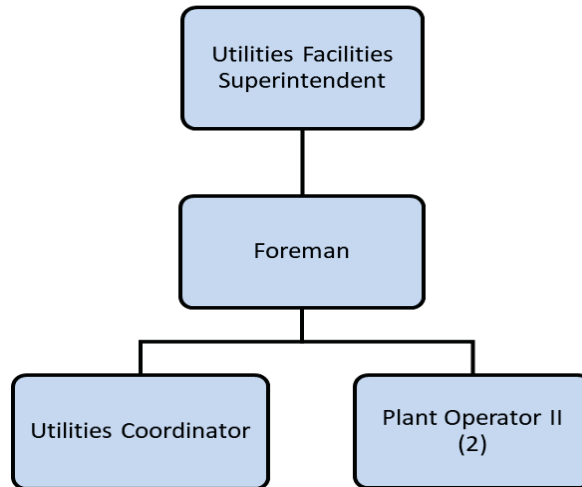
*Note: The reduction in Groundwater produced is due to the Surface Water Plant in operation.

Personnel History (FTE)

	Actual FY 17-18	Estimate FY 18-19	Budget FY 19-20
Utilities Coordinator	1	1	1
Foreman	1	1	1
Plant Operator II	2	2	2
Total Personnel	4	4	4

Departmental Organizational Chart

Full-Time Equivalent (FTE)



City of Richmond
Annual Budget
FY 2019-2020

Water Production
Expenditure Detail

Water and Sewer Fund
Account: 20-5260

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent +/(%)
40000 Salaries	\$151,179	\$185,992	\$157,206	\$195,058	4.87%
40125 Overtime	\$15,788	\$4,500	\$13,550	\$13,200	193.33%
40150 Social Security	\$9,926	\$11,810	\$9,693	\$12,912	9.33%
40200 Medicare	\$2,321	\$2,762	\$2,374	\$3,020	9.33%
40250 Retirement	\$44,207	\$28,083	\$24,655	\$30,838	9.81%
40350 Workers' Compensation	\$5,731	\$6,330	\$6,330	\$4,180	-33.97%
40400 Health Insurance	\$42,279	\$80,319	\$43,542	\$72,050	-10.30%
40550 Medical Surveillance	\$225	\$120	\$120	\$120	0.00%
40600 Uniforms & Clothing	\$2,104	\$3,500	\$2,900	\$3,500	0.00%
40650 Travel & Training	\$660	\$2,250	\$2,250	\$2,250	0.00%
40750 Office Supplies	\$206	\$1,000	\$400	\$1,000	0.00%
40800 Postage	\$691	\$2,250	\$2,250	\$2,500	11.11%
40950 Shop Tools & Equipment	\$1,050	\$1,000	\$1,800	\$1,000	0.00%
41100 Gasoline and Diesel	\$9,892	\$10,000	\$13,900	\$14,300	43.00%
41150 Tires & Batteries	\$631	\$1,000	\$1,000	\$1,000	0.00%
41300 Janitorial Supplies	\$140	\$500	\$500	\$500	0.00%
41350 Chemicals	\$45,239	\$130,000	\$53,490	\$55,000	-57.69%
41600 Lab Equipment/Supplies	\$11,178	\$4,000	\$8,431	\$4,400	10.00%
41650 Periodicals-Memberships	\$0	\$400	\$400	\$400	0.00%
41950 Equipment Repair	\$837	\$1,000	(\$11,104)	\$1,000	0.00%
41960 Pump/Motor Maintenance	\$30,756	\$30,000	\$35,000	\$30,000	0.00%
41970 Backflow Prev. & Maint.	\$1,710	\$2,000	\$0	\$2,000	0.00%
42000 Building Repair & Maint.	\$6,937	\$5,000	\$15,200	\$5,000	0.00%
42010 Chlorinator Room Maint.	\$1,736	\$5,000	\$4,000	\$5,000	0.00%
42015 Generator Maintenance	\$11,688	\$6,500	\$6,500	\$7,150	10.00%
42050 Tank Maintenance	\$6,579	\$10,000	\$10,000	\$10,000	0.00%
42100 Vehicle Repair	\$1,532	\$600	\$900	\$600	0.00%
42150 Equipment Rental	\$0	\$0	\$0	\$0	0.00%
42210 Engineering & Prof. Fees	\$0	\$0	\$11,500	\$0	0.00%
42250 Contracted Services	\$5,663	\$9,450	\$9,450	\$9,450	0.00%
42450 Lab Fees	\$12,934	\$18,000	\$19,000	\$18,000	0.00%
42500 Advertising	\$5,533	\$0	\$0	\$0	0.00%
42600 Utilities	\$155,421	\$168,360	\$112,200	\$160,000	-4.97%
42700 Telephone & Pagers	\$11,753	\$14,800	\$12,200	\$12,200	-17.57%
42800 Licenses/State & Subsidence F	\$32,859	\$32,000	\$36,500	\$35,200	10.00%
42850 Miscellaneous	\$511	\$1,000	\$850	\$1,000	0.00%
42900 Capital Outlay	\$1,526	\$0	\$0	\$0	0.00%
Total Expenditures	\$638,077	\$779,527	\$606,987	\$713,828	-8.43%
<u>Expenditures By Category</u>					
Salaries & Benefits	\$278,089	\$319,797	\$257,350	\$331,258	3.58%
Materials & Supplies	\$358,463	\$459,730	\$349,637	\$382,570	-16.78%
Capital Outlay	\$1,526	\$0	\$0	\$0	0.00%

Water Distribution

Mission Statement

The Water Distribution Department takes pride in maintaining a tradition of delivering ample superior quality water, vigilantly maintaining water infrastructure, and providing responsive and efficient customer-oriented service in a cost effective and innovative manner emphasizing responsible environmental stewardship and compliance with all regulatory requirements.

Department Functions and Responsibilities

The Water Distribution Department is responsible for the comprehensive management and maintenance of the water distribution system that consist of 114 miles of water line.

Departmental Goals

Organization-wide Goal

- To provide customers with a high standard of courteous and effective service that is responsive to the customer’s needs.
- To be compliant with all applicable Local, State and Federal environmental laws and policies.
- Operate and maintain water distribution infrastructure in a manner to deliver safe, clean and reliable potable water for use by the City’s customers.

Departmental Goal

- One hour response time for emergency calls.
- Complete implementation of work order system.
- Continue valve maintenance program.
- Paint 50% of all fire hydrants on a rotational basis.
- Change out meters according to the requirements set forth in the meter change out program.

Performance Measures

	Actual <u>FY 17-18</u>	Estimate <u>FY 18-19</u>	Budget <u>FY 19-20</u>
Number of Bacteriological Samples Collected	40	40	60
Dead End Mains Flushed per year	1,500	1,520	1,520
Percentage of calls responded within one hour	99%	99%	99%
Number of meter change outs	80	800	800

Workload Indicators

	Actual <u>FY 17-18</u>	Estimate <u>FY 18-19</u>	Budget <u>FY 19-20</u>
Number of excavated repairs	50	55	65
Request for service per year	410	410	450

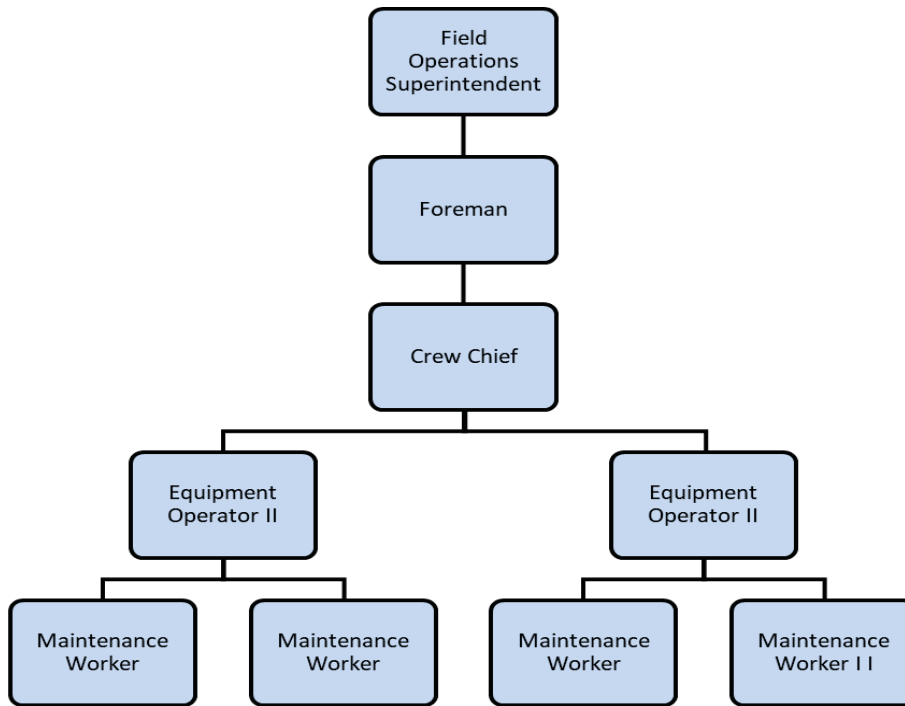
Personnel History (FTE)

	Actual FY 17-18	Estimate FY 18-19	Budget FY 19-20
Field Operations Superintendent	1	1	1
Foreman	1	1	1
Crew Chief	1	1	1
Equipment Operator II	2	2	2
Maintenance Worker	3	3	3
Maintenance Worker II	1	1	1
Construction Inspector *	.50	.50	.50
Total Personnel	9.50	9.50	9.50

* Position funded 50% in Waster Distribution and 50% in Wastewater Collection

Departmental Organizational Chart

Full-Time Equivalent (FTE)



City of Richmond
Annual Budget
FY 2019-2020

Water Distribution
Expenditure Detail

Water and Sewer Fund
Account: 20-5265

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent +/(%)
40000 Salaries	\$350,728	\$372,505	\$372,505	\$369,307	-0.86%
40125 Overtime	\$5,901	\$5,500	\$5,500	\$5,500	0.00%
40150 Social Security	\$22,462	\$23,374	\$23,374	\$23,238	-0.58%
40200 Medicare	\$5,253	\$5,467	\$5,467	\$5,435	-0.58%
40250 Retirement	\$51,397	\$55,580	\$55,580	\$55,500	-0.14%
40350 Workers' Compensation	\$10,932	\$12,528	\$12,528	\$7,523	-39.95%
40400 Health Insurance	\$104,718	\$136,868	\$112,450	\$155,742	13.79%
40550 Medical Surveillance	\$440	\$585	\$400	\$585	0.00%
40600 Uniforms & Clothing	\$6,257	\$8,125	\$7,500	\$8,125	0.00%
40650 Travel & Training	\$3,266	\$2,800	\$3,400	\$2,800	0.00%
40750 Office Supplies	\$1,818	\$3,000	\$400	\$3,000	0.00%
40800 Postage	\$0	\$50	\$50	\$50	0.00%
40850 Paint, Hardware Supplies	\$421	\$1,000	\$750	\$1,000	0.00%
40950 Shop Tools & Equipment	\$6,445	\$8,000	\$7,500	\$8,000	0.00%
41100 Gasoline and Diesel	\$30,002	\$26,000	\$26,000	\$26,000	0.00%
41150 Tires & Batteries	\$2,866	\$4,000	\$4,000	\$4,000	0.00%
41300 Janitorial Supplies	\$939	\$1,000	\$350	\$1,000	0.00%
41550 Hydrant Maintenance	\$7,108	\$4,000	\$2,500	\$4,000	0.00%
41650 Periodicals-Memberships	\$0	\$250	\$100	\$250	0.00%
41700 System Maintenance	\$122,280	\$32,000	\$32,000	\$32,000	0.00%
41720 System Maint. - Rivers Edge	\$219	\$0	\$0	\$0	0.00%
41750 Distribution Inventory	\$51,471	\$75,000	\$75,000	\$75,000	0.00%
41800 Inventory - Rivers Edge	\$0	\$0	\$0	\$0	0.00%
41850 Inventory - Del Webb	\$0	\$0	\$0	\$0	0.00%
41856 Inventory - Williams Ranch	\$0	\$0	\$0	\$0	0.00%
41950 Equipment Repair	\$4,858	\$7,200	\$7,200	\$7,200	0.00%
41980 Private Yard Line	\$0	\$0	\$0	\$0	0.00%
42000 Building Repair & Maint.	\$3,053	\$2,000	\$2,400	\$2,000	0.00%
42100 Vehicle Repair	\$11,547	\$10,000	\$9,500	\$10,000	0.00%
42150 Equipment Rental	\$0	\$500	\$500	\$500	0.00%
42210 Engineering & Prof. Fees	\$0	\$5,000	\$3,000	\$5,000	0.00%
42550 Pest Control	\$0	\$600	\$600	\$600	0.00%
42600 Utilities	\$5,894	\$6,000	\$6,000	\$6,000	0.00%
42700 Telephone & Pagers	\$8,756	\$12,650	\$10,200	\$10,200	-19.37%
42800 Water License Fees	\$650	\$1,000	\$1,000	\$1,000	0.00%
42850 Miscellaneous	\$642	\$1,000	\$1,000	\$1,000	0.00%
42900 Capital Outlay	\$0	\$0	\$31,000	\$0	0.00%
Total Expenditures	\$820,322	\$823,581	\$819,753	\$831,554	0.97%
Expenditures By Category					
Salaries & Benefits	\$551,391	\$611,821	\$587,403	\$622,244	1.70%
Materials & Supplies	\$268,931	\$211,760	\$201,350	\$209,310	-1.16%
Capital Outlay	\$0	\$0	\$31,000	\$0	0.00%

Wastewater Collection

Mission Statement

The City of Richmond Wastewater Collection Department is dedicated to protecting the physical environment and to sustaining the quality of life for all citizens of Richmond. Our objective is to manage and operate in a safe, cost efficient and ecologically sound wastewater service for the benefit of the City of Richmond. This will be accomplished through constant vigilance, operator training, excellent system maintenance and effective communication.

Department Functions and Responsibilities

The Wastewater Collection Department is responsible for the comprehensive management of the wastewater collection system for the City. A team of three people operate and maintain eighty (80) miles of sewer collection mains.

Departmental Goals

Organization-wide Goal

- Convey wastewater from the customer to the treatment plant in compliance with all regulatory requirement and as efficiently as possible.

Departmental Goal

- Maintain collection system infrastructure to extend the useful life of equipment and assets.
- Continue the implementation of the TCEQ Sanitary Sewer Overflow Initiative.
- One hour response time for all calls.
- Televis five miles of sanitary sewer mains per year.
- Implement manhole inspection preventive maintenance program.

Performance Measures

	Actual <u>FY 17-18</u>	Estimate <u>FY 18-19</u>	Budget <u>FY 19-20</u>
Lateral collection lines televised/cleaned per year (feet)	500	800	1,000
Percent of emergency calls answered within one hour	99%	99%	99%

Workload Indicators

	Actual <u>FY 17-18</u>	Estimate <u>FY 18-19</u>	Budget <u>FY 19-20</u>
Number of City stoppages per year	50	50	40
Number of Sanitary Sewer Overflows per year	<20	<20	<20
Requests for service	410	410	450

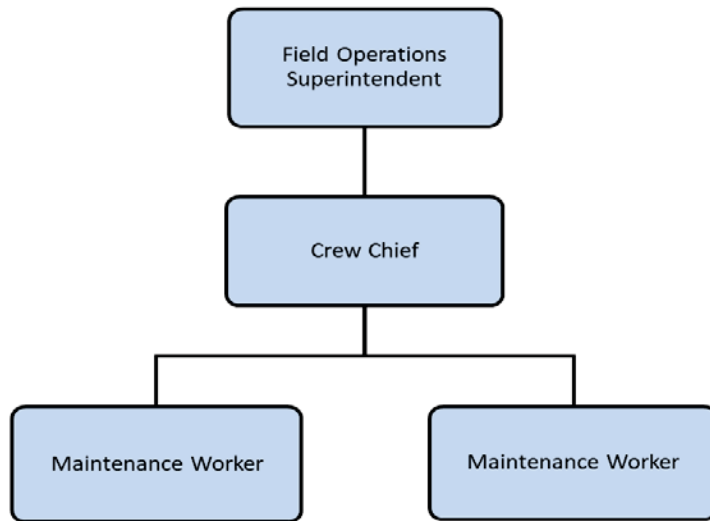
Personnel History (FTE)

	Actual FY 17-18	Estimate FY 18-19	Budget FY 19-20
Crew Chief	1	1	1
Maintenance Worker	2	2	2
Construction Inspector *	.50	.50	.50
Total Personnel	3.50	3.50	3.50

**Position funded 50% in Wastewater Collection and 50% in Water Distribution*

Departmental Organizational Chart

Full-Time Equivalent (FTE)



City of Richmond
Annual Budget
FY 2019-2020

Wastewater Collection
Expenditure Detail

Water and Sewer Fund
Account: 20-5270

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent + / (-)
40000 Salaries	\$95,893	\$120,991	\$120,991	\$120,992	0.00%
40125 Overtime	\$2,980	\$4,500	\$4,500	\$4,500	0.00%
40150 Social Security	\$6,219	\$7,780	\$7,780	\$7,780	0.00%
40200 Medicare	\$1,454	\$1,820	\$1,820	\$1,820	0.00%
40250 Retirement	\$14,132	\$18,501	\$18,501	\$18,582	0.44%
40350 Workers' Compensation	\$2,341	\$2,609	\$2,609	\$1,751	-32.88%
40400 Health Insurance	\$20,922	\$49,283	\$27,500	\$49,843	1.14%
40550 Medical Surveillance	\$148	\$260	\$260	\$260	0.00%
40600 Uniforms & Clothing	\$2,398	\$2,690	\$2,430	\$2,690	0.00%
40650 Travel & Training	\$0	\$1,700	\$1,600	\$1,700	0.00%
40750 Office Supplies	\$76	\$150	\$100	\$150	0.00%
40850 Paint, Hardware Supplies	\$18	\$0	\$0	\$0	0.00%
40950 Shop Tools & Equipment	\$946	\$1,800	\$1,800	\$1,800	0.00%
41100 Gasoline and Diesel	\$7,523	\$8,000	\$11,260	\$11,000	37.50%
41150 Tires & Batteries	\$863	\$900	\$1,500	\$1,500	66.67%
41350 Chemical Supplies	\$1,083	\$1,000	\$1,000	\$1,000	0.00%
41600 Lab Equipment/Supplies	\$0	\$0	\$0	\$0	0.00%
41800 Lift Station Repair & Maint.	\$0	\$0	\$0	\$0	0.00%
41850 Collection System Maint/Repair	\$38,915	\$115,000	\$75,000	\$115,000	0.00%
41900 W/W System Rehab.	\$0	\$0	\$0	\$0	0.00%
41950 Equipment Repair	\$5,842	\$6,000	\$6,000	\$6,000	0.00%
42100 Vehicle Repair	\$7,828	\$10,000	\$6,500	\$10,000	0.00%
42150 Equipment Rental	\$285	\$350	\$100	\$350	0.00%
42210 Engineering & Prof. Fees	\$63,284	\$150,000	\$150,000	\$150,000	0.00%
42250 Contracted Services	\$19,814	\$50,000	\$2,500	\$50,000	0.00%
42450 Lab Fees	\$0	\$0	\$0	\$0	0.00%
42600 Utilities	\$0	\$0	\$0	\$0	0.00%
42605 Utilities - MUD 116	\$0	\$0	\$0	\$0	0.00%
42700 Telephone & Pagers	\$4,138	\$5,500	\$5,500	\$4,150	-24.55%
42800 Licenses & Permits	\$0	\$0	\$0	\$0	0.00%
42850 Miscellaneous	\$178	\$1,000	\$850	\$1,000	0.00%
42900 Capital Outlay	\$0	\$0	\$31,000	\$0	0.00%
42950 Capital Contract	\$0	\$0	\$0	\$0	0.00%
Total Expenditures	\$297,281	\$559,834	\$481,101	\$561,868	0.36%
Expenditures By Category					
Salaries & Benefits	\$143,941	\$205,484	\$183,701	\$205,268	-0.10%
Materials & Supplies	\$153,340	\$354,350	\$266,400	\$356,600	0.63%
Capital Outlay	\$0	\$0	\$31,000	\$0	0.00%

Wastewater Treatment

Mission Statement

The City of Richmond Wastewater Treatment Department is dedicated to protecting the physical environment and to sustaining the quality of life for all citizens of Richmond. Our objective is to manage and operate in a safe, cost efficient and ecologically sound wastewater service for the benefit of the City of Richmond. This will be accomplished through constant vigilance, operator training, excellent system maintenance and effective communication.

Department Functions and Responsibilities

The Wastewater Treatment Department is responsible for the comprehensive management of both collection lift stations and wastewater treatment of the City's wastewater system. The team of six people cares for two treatment facilities, sixteen lift stations and fifty-four (54) miles of collection mains.

Departmental Goals

Organization-wide Goal

- Treat wastewater to a level that is compliant with all regulatory requirements and as efficiently as possible.

Departmental Goal

- Deliver re-use water to customers that meet or exceed all regulatory requirements in sufficient quantities to meet their needs.
- Maintain treatment plant infrastructure to extend the useful life of equipment and assets.
- One hour response time for all calls.

Performance Measures

	Actual FY 17-18	Estimate FY 18-19	Budget FY 19-20
Wastewater Quality Samples	20,000	20,000	20,000
TCEQ Violations	0	0	0
Percent of calls responded within one hour	99%	99%	99%

Workload Indicators

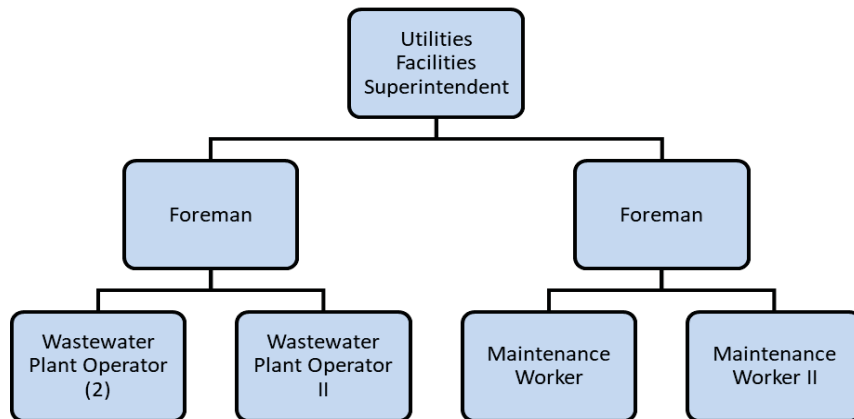
	Actual FY 17-18	Estimate FY 18-19	Budget FY 19-20
Wastewater treated per year (million gallons)	508	675	695
Re-use Water treated per year (million gallons)	59	68	70
Dry tons of sludge produced	7,492	8,424	9,260

Personnel History (FTE)

	Actual FY 17-18	Estimate FY 18-19	Budget FY 19-20
Utilities Facilities Superintendent	1	1	1
Foreman	1	1	2
Wastewater Plant Operator	1	2	2
Wastewater Plant Operator II	2	1	1
Wastewater Chief Operator	1	1	0
Maintenance Worker	1	1	1
Maintenance Worker II	1	1	1
Total Personnel	8	8	8

Departmental Organizational Chart

Full-Time Equivalent (FTE)



City of Richmond
Annual budget
FY 2019-2020

Wastewater Treatment
Expenditure Detail

Water and Sewer Fund
Account: 20-5275

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent +/(%)
40000 Salaries	\$278,061	\$337,724	\$309,094	\$350,377	3.75%
40125 Overtime	\$14,558	\$4,500	\$15,600	\$15,950	254.44%
40150 Social Security	\$17,761	\$21,218	\$19,802	\$22,712	7.04%
40200 Medicare	\$4,154	\$4,962	\$4,962	\$5,312	7.04%
40250 Retirement	\$42,102	\$50,452	\$50,452	\$54,244	7.51%
40350 Workers' Compensation	\$6,219	\$7,115	\$7,115	\$5,112	-28.15%
40400 Health Insurance	\$67,028	\$116,246	\$70,684	\$133,169	14.56%
40550 Medical Surveillance	\$475	\$200	\$475	\$200	0.00%
40600 Uniforms & Clothing	\$6,085	\$6,110	\$5,400	\$6,110	0.00%
40650 Travel & Training	\$925	\$2,500	\$950	\$2,500	0.00%
40750 Office Supplies	\$2,129	\$2,100	\$2,100	\$2,100	0.00%
40850 Paint, Hardware Supplies	\$1,982	\$2,000	\$1,850	\$2,000	0.00%
40950 Shop Tools & Equipment	\$3,108	\$2,000	\$1,950	\$2,000	0.00%
41100 Gasoline and Diesel	\$15,226	\$13,000	\$13,000	\$14,300	10.00%
41150 Tires & Batteries	\$2,367	\$1,800	\$1,800	\$1,800	0.00%
41350 Chemical Supplies	\$273,522	\$350,000	\$92,285	\$200,000	-42.86%
41600 Lab Equipment/Supplies	\$7,537	\$8,600	\$8,600	\$9,460	10.00%
41800 Lift Station Maint/Repair	\$63,746	\$32,500	\$29,500	\$32,500	0.00%
41900 W/W System Rehab.	\$27,570	\$30,000	\$30,000	\$30,000	0.00%
41950 Equipment Repair	\$6,231	\$4,000	\$1,500	\$4,000	0.00%
42010 R R Facility Maintenance	\$167,490	\$100,000	\$87,000	\$100,000	0.00%
42100 Vehicle Repair	\$2,281	\$4,000	\$3,900	\$4,000	0.00%
42150 Equipment Rental	\$88,534	\$61,770	\$61,770	\$61,770	0.00%
42210 Engineering & Prof. Fees	\$66,062	\$56,300	\$56,300	\$56,300	0.00%
42250 Contracted Services	\$191,003	\$80,000	\$189,775	\$125,000	56.25%
42450 Lab Fees	\$53,760	\$18,000	\$17,500	\$19,800	10.00%
42600 Utilities	\$243,072	\$287,500	\$193,000	\$250,000	-13.04%
42700 Telephone & Pagers	\$17,938	\$12,800	\$18,400	\$18,400	43.75%
42800 Licenses & Permits	\$21,175	\$40,250	\$40,250	\$35,271	-12.37%
42850 Miscellaneous	\$494	\$500	\$500	\$500	0.00%
42900 Capital Outlay	\$0	\$0	\$122,800	\$0	0.00%
42950 Capital Contract	\$0	\$0	\$0	\$0	0.00%
Total Expenditures	\$1,692,594	\$1,658,147	\$1,458,315	\$1,564,886	-5.62%
Expenditures By Category					
Salaries & Benefits	\$429,882	\$542,217	\$477,710	\$586,875	8.24%
Materials & Supplies	\$1,262,712	\$1,115,930	\$857,805	\$978,011	-12.36%
Capital Outlay	\$0	\$0	\$122,800	\$0	0.00%

Water and Sewer Expenditure Summary

Department	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent +/(-)
20-5200 Accounting & Collecting	\$752,921	\$1,152,567	\$960,754	\$996,481	-13.54%
20-5210 Customer Service	\$298,141	\$331,973	\$321,040	\$339,174	2.17%
20-5215 Meter	\$249,823	\$305,673	\$277,000	\$304,709	-0.32%
20-5235 Water & Sewer Other	\$2,563,000	\$3,178,000	\$3,520,631	\$3,235,000	1.79%
20-5260 Water Production	\$638,077	\$779,527	\$606,987	\$713,828	-8.43%
20-5265 Water Distribution	\$820,322	\$823,581	\$819,753	\$831,554	0.97%
20-5270 Wastewater Collection	\$297,281	\$559,834	\$481,101	\$561,868	0.36%
20-5275 Wastewater Treatment	\$1,692,594	\$1,658,147	\$1,458,315	\$1,564,886	-5.62%
Total Expenditures	\$7,312,158	\$8,789,301	\$8,445,580	\$8,547,500	-2.75%

Water and Sewer Expenditure Summary
 By Expenditure Category

	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent +/(-)
Salaries & Benefits	\$2,157,199	\$2,763,441	\$2,423,495	\$2,714,655	-1.77%
Materials & Supplies	\$2,590,433	\$2,847,860	\$2,980,916	\$2,588,221	-9.12%
Capital Outlay	\$1,526	\$0	\$205,800	\$9,624	100.00%
Transfers	\$2,563,000	\$3,178,000	\$3,178,000	\$3,235,000	1.79%
Total Expenditures	\$7,312,158	\$8,789,301	\$8,788,211	\$8,547,500	-2.75%



Debt Service Fund

The Debt Service Fund is used to account for accumulations of resources that are restricted, committed, or assigned to expenditure for principal and interest. The primary source of revenue for debt service is property taxes.



RICHMOND
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Debt Service Fund

Fund: 30

Revenue and Expenditure Summary

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent +/(-)
3000 Property Taxes-Current	\$706,186	\$812,935	\$822,645	\$961,304	18.25%
3005 Property Taxes Delinquent	\$29,223	\$22,000	\$22,096	\$22,000	0.00%
3010 Tax Penalty and Interest	\$12,521	\$11,895	\$16,420	\$13,600	14.33%
3055 Interest Income	\$587	\$1,000	\$842	\$840	-16.00%
3070 Other Income	\$0	\$0	\$0	\$0	0.00%
3060 Intergovernmental Dev.Corp.	\$254,529	\$250,363	\$250,363	\$257,388	2.81%
3165 Transf. from Water & Sewer Fund	\$700,480	\$688,645	\$688,645	685,350	-0.48%
Total Revenues	\$1,703,525	\$1,786,838	\$1,801,011	\$1,940,482	8.60%

Expenditure Detail

Account: 30-

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent +/(-)
Principal	\$1,250,000	\$1,295,000	\$1,295,000	\$1,345,000	3.86%
Interest and Other Charges	\$632,554	\$619,150	\$619,150	\$574,413	-7.23%
Agency Fees	\$4,250	\$0	\$4,250	\$4,250	100.00%
Miscellaneous	\$3,500	\$9,250	\$8,500	\$8,500	-8.11%
Total Expenditures	\$1,890,304	\$1,923,400	\$1,926,900	1,932,163	0.46%
Prior Year Balance	<u>\$573,022</u>	<u>\$445,855</u>	<u>\$386,243</u>	<u>\$260,354</u>	
Ending Fund Balance	<u>\$386,243</u>	<u>\$309,293</u>	<u>\$260,354</u>	<u>\$268,673</u>	

City of Richmond
Annual Budget
FY 2019-2020

Legal Debt Margin Information

Classification	Actual 2017-2018	Prior Year Budget 2018-2019	Budget 2019-2020
Debt limit	\$50,914,477	\$51,975,314	\$56,210,724
Total net debt applicable to limit	30,193,757	37,330,707	34,956,327
Legal Debt Margin	\$20,720,720	\$14,644,607	\$21,254,398
 Total net debt applicable to the limit as a percentage of debt limit	59.30%	71.82%	62.19%

Legal Debt Margin Calculation by Fiscal Year

Net taxable value	\$509,144,766	\$519,753,143	\$562,107,243
Debt limit (10% of assessed value)	50,914,477	51,975,314	56,210,724
Debt applicable to limit:			
General obligation bonds	30,580,000	37,640,000	35,225,000
Less: amount set aside for repayment of general obligation debt	386,243	309,293	268,673
Total net debt applicable to limit	30,193,757	37,330,707	34,956,327
Legal debt margin	\$20,720,720	\$14,644,607	\$21,254,398

City of Richmond
 Annual Budget
 FY 2019-2020

Total General & Certificate of Obligation Debt

Fiscal Year	Principal Due	Total Interest	Total Principal & Interest
2020	2,495,000	1,170,895	3,665,895
2021	2,240,000	1,096,065	3,336,065
2022	2,315,000	1,025,213	3,340,213
2023	2,380,000	950,630	3,330,630
2024	1,795,000	881,395	2,676,395
2025	1,540,000	824,654	2,364,654
2026	1,580,000	772,158	2,352,158
2027	1,550,000	718,908	2,268,908
2028	1,590,000	665,079	2,255,079
2029	1,645,000	609,561	2,254,561
2030	1,425,000	557,526	1,982,526
2031	1,455,000	509,098	1,964,098
2032	1,505,000	459,101	1,964,101
2033	1,550,000	407,120	1,957,120
2034	1,580,000	353,276	1,933,276
2035	1,515,000	299,264	1,814,264
2036	1,425,000	246,936	1,671,936
2037	1,480,000	194,220	1,674,220
2038	895,000	148,813	1,043,813
2039	415,000	122,300	537,300
2040	430,000	105,400	535,400
2041	445,000	87,900	532,900
2042	465,000	69,700	534,700
2043	485,000	50,700	535,700
2044	505,000	30,900	535,900
2045	520,000	10,400	530,400
Total	35,225,000	12,367,212	47,592,212

Certificates of Obligation Bonds
 Series 2017 A

Issued: 2017
 Account 70-5270

Purpose: Construction & Equipment of New Water Plant

Fiscal Year	Principal Due	Total Interest	Total Principal & Interest
2020	235,000	163,545	398,545
2021	240,000	156,420	396,420
2022	250,000	149,070	399,070
2023	255,000	141,495	396,495
2024	265,000	133,695	398,695
2025	275,000	125,595	400,595
2026	280,000	117,270	397,270
2027	290,000	108,720	398,720
2028	300,000	99,870	399,870
2029	310,000	90,720	400,720
2030	320,000	81,270	401,270
2031	325,000	71,595	396,595
2032	335,000	61,695	396,695
2033	345,000	51,495	396,495
2034	360,000	40,920	400,920
2035	370,000	29,970	399,970
2036	380,000	18,530	398,530
2037	395,000	6,320	401,320
			-
Total	5,530,000	1,648,195	7,178,195

Interest Rates:	Year of Maturity	Interest Rate
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Certificates of Obligation Bonds
 Series 2017 B

Issued: 2017
 Account 70-

Construction of Facilities, Park Improvements, Drainage
 and Water & Sewer Projects and Equipment

Fiscal Year	Principal Due	Total Interest	Total Principal & Interest
2020	135,000	92,925	227,925
2021	140,000	88,800	228,800
2022	145,000	84,525	229,525
2023	150,000	80,100	230,100
2024	150,000	75,600	225,600
2025	155,000	71,025	226,025
2026	160,000	66,300	226,300
2027	165,000	61,425	226,425
2028	170,000	56,400	226,400
2029	175,000	51,225	226,225
2030	180,000	45,900	225,900
2031	185,000	40,425	225,425
2032	195,000	34,725	229,725
2033	200,000	28,800	228,800
2034	205,000	22,725	227,725
2035	210,000	16,500	226,500
2036	220,000	10,050	230,050
2037	225,000	3,375	228,375
			-
Total	3,165,000	930,825	4,095,825

Interest Rates:	Year of Maturity	Interest Rate
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Certificates of Obligation Bonds
 Series 2016 A

Issued: 2016
 Account 22-5270

Purpose: Construction & Equipment of New Water Plant

Fiscal Year	Principal Due	Total Interest	Total Principal & Interest
2020	695,000	117,675	812,675
2021	715,000	96,525	811,525
2022	740,000	74,700	814,700
2023	760,000	52,200	812,200
2024	125,000	38,925	163,925
2025	125,000	35,175	160,175
2026	125,000	31,425	156,425
2027	125,000	27,675	152,675
2028	125,000	23,925	148,925
2029	125,000	20,175	145,175
2030	125,000	16,425	141,425
2031	125,000	12,675	137,675
2032	125,000	8,925	133,925
2033	125,000	5,175	130,175
2034	110,000	1,650	111,650
			-
Total	4,270,000	563,250	4,833,250

Interest Rates:	Year of Maturity	Interest Rate
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Certificates of Obligation Bonds
 Series 2016 B

Issued: 2016
 Account 30-5071

Purpose: ROW Acquisition, Fire Trucks & Equipment, Streets

<u>Fiscal Year</u>	<u>Principal Due</u>	<u>Total Interest</u>	<u>Total Principal & Interest</u>
2020	210,000	79,650	289,650
2021	210,000	73,350	283,350
2022	210,000	67,050	277,050
2023	215,000	60,675	275,675
2024	215,000	54,225	269,225
2025	220,000	47,700	267,700
2026	220,000	41,100	261,100
2027	140,000	35,700	175,700
2028	140,000	31,500	171,500
2029	140,000	27,300	167,300
2030	140,000	23,100	163,100
2031	140,000	18,900	158,900
2032	140,000	14,700	154,700
2033	140,000	10,500	150,500
2034	140,000	6,300	146,300
2035	140,000	2,100	142,100
			-
Total	2,760,000	593,850	3,353,850

Interest Rates:	Year of Maturity	Interest Rate
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Certificates of Obligation Bonds
 Series 2015

Issued: 2015
 Account 22-5269

Purpose: Construction & Equipment of New Water Plant

Fiscal Year	Principal Due	Total Interest	Total Principal & Interest
2020	220,000	315,263	535,263
2021	225,000	308,588	533,588
2022	235,000	301,688	536,688
2023	240,000	294,563	534,563
2024	250,000	287,213	537,213
2025	255,000	279,638	534,638
2026	265,000	271,838	536,838
2027	270,000	263,813	533,813
2028	280,000	255,563	535,563
2029	290,000	247,013	537,013
2030	300,000	237,788	537,788
2031	310,000	227,681	537,681
2032	320,000	217,250	537,250
2033	330,000	206,275	536,275
2034	340,000	194,550	534,550
2035	355,000	181,944	536,944
2036	365,000	168,444	533,444
2037	380,000	154,000	534,000
2038	395,000	138,500	533,500
2039	415,000	122,300	537,300
2040	430,000	105,400	535,400
2041	445,000	87,900	532,900
2042	465,000	69,700	534,700
2043	485,000	50,700	535,700
2044	505,000	30,900	535,900
2045	520,000	10,400	530,400
Total	8,890,000	5,028,906	13,918,906

Interest Rates:	Year of Maturity	Interest Rate
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General Obligation Bonds & Refunding
 Series 2013

Issued: 2013
 Account 30-5067

Purpose: Construction & Equipment of New Water Plant
 Streets & Drainage, and Fire Station

<u>Fiscal Year</u>	<u>Principal Due</u>	<u>Total Interest</u>	<u>Total Principal & Interest</u>
2020	250,000	204,319	454,319
2021	310,000	195,919	505,919
2022	320,000	186,469	506,469
2023	330,000	175,894	505,894
2024	335,000	163,419	498,419
2025	185,000	152,903	337,903
2026	190,000	145,169	335,169
2027	200,000	137,125	337,125
2028	205,000	128,772	333,772
2029	220,000	120,006	340,006
2030	260,000	110,106	370,106
2031	265,000	99,113	364,113
2032	280,000	87,531	367,531
2033	295,000	75,313	370,313
2034	305,000	62,563	367,563
2035	315,000	49,388	364,388
2036	330,000	35,888	365,888
2037	345,000	21,966	366,966
2038	360,000	7,425	367,425
Total	5,300,000	2,159,285	7,459,285

Interest Rates:	Year of Maturity	Interest Rate
	2024	4.00%
	2025-2030	4.125%
	2031-2035	4.25%
	2036-2038	4.125%

Certificates of Obligation
 Series 2013

Issued: 2013
 Account 30-5068

Purpose: Fire Station

Fiscal Year	Principal Due	Total Interest	Total Principal & Interest
2020	70,000	74,325	144,325
2021	70,000	72,575	142,575
2022	75,000	70,388	145,388
2023	75,000	67,763	142,763
2024	80,000	64,800	144,800
2025	80,000	61,500	141,500
2026	85,000	58,097	143,097
2027	90,000	54,488	144,488
2028	90,000	50,775	140,775
2029	95,000	46,959	141,959
2030	100,000	42,938	142,938
2031	105,000	38,709	143,709
2032	110,000	34,275	144,275
2033	115,000	29,563	144,563
2034	120,000	24,569	144,569
2035	125,000	19,363	144,363
2036	130,000	14,025	144,025
2037	135,000	8,559	143,559
2038	140,000	2,888	142,888
Total	1,890,000	836,556	2,726,556

Interest Rates:	Year of Maturity	Interest Rate
	2024-2032	4.125%
	2033-2035	4.25%
	2036-2038	4.125%

General Obligation Bonds
Series 2010 Refunding

Issued: 2010
Account 36-5236

Purpose: Refunding prior debt: Series 1997 CO
Series 1999 GO and Series 1999 II GO

<u>Fiscal Year</u>	<u>Principal Due</u>	<u>Total Interest</u>	<u>Total Principal & Interest</u>
2020	480,000	9,600	489,600
Total	480,000	9,600	489,600

General Obligation Bonds
 Series 2009

Issued: 2009
 Account 35-5235

Purpose: Streets & Drainage

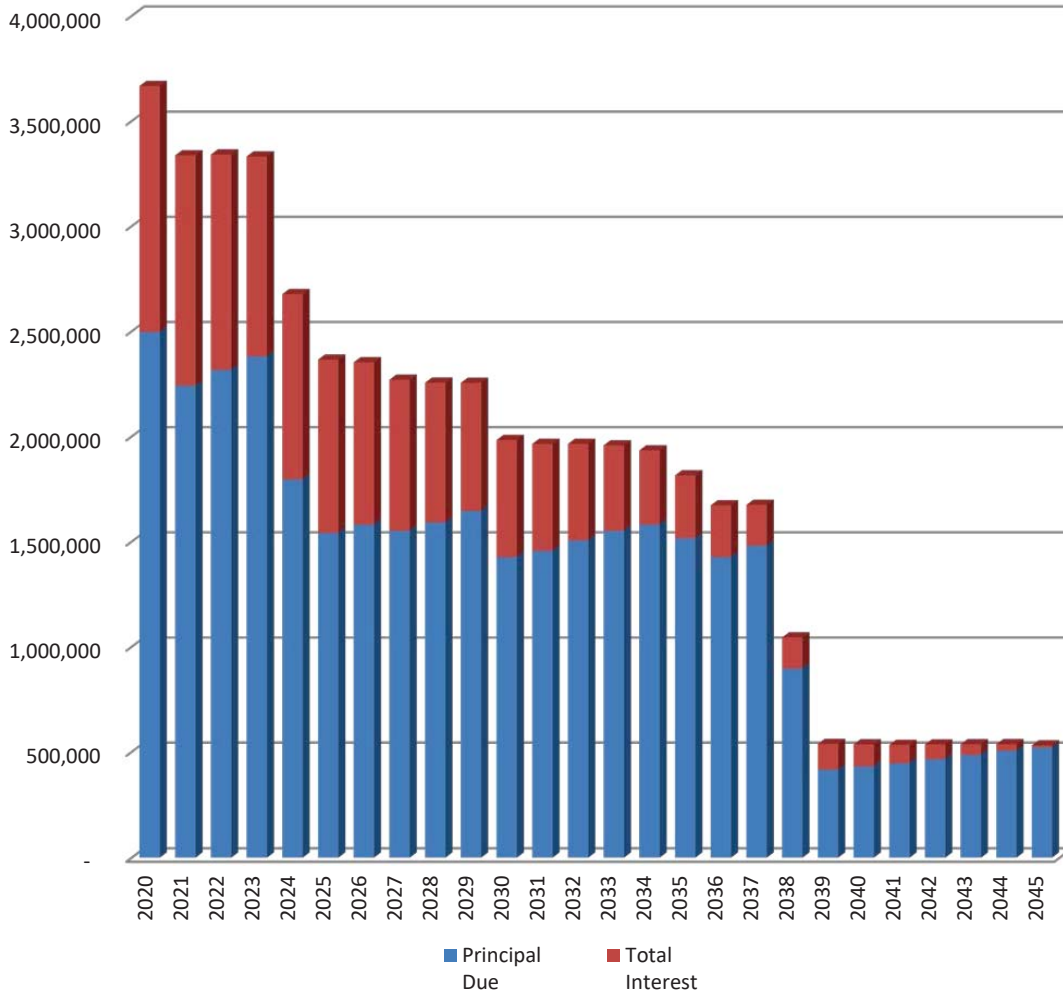
<u>Fiscal Year</u>	<u>Principal Due</u>	<u>Total Interest</u>	<u>Total Principal & Interest</u>
2020	200,000	113,594	313,594
2021	330,000	103,889	433,889
2022	340,000	91,324	431,324
2023	355,000	77,941	432,941
2024	375,000	63,519	438,519
2025	245,000	51,119	296,119
2026	255,000	40,959	295,959
2027	270,000	29,963	299,963
2028	280,000	18,275	298,275
2029	290,000	6,163	296,163
Total	2,940,000	596,744	3,536,744

Interest Rates:	Year of Maturity	Interest Rate
	2021	3.70%
	2022	3.80%
	2023	3.90%
	2024-2025	4.00%
	2026	4.13%
	2027-2029	4.25%

Direct and Overlapping Governmental Activities Debt

Governmental Unit	Net Debt Outstanding	Percentage Applicable to City	Estimated Debt Applicable to City
Fort Bend County	595,399,527	0.81%	4,822,736
Lamar CISD	1,039,230,000	3.77%	39,178,971
Total Net Overlapping Debt			44,001,707
City of Richmond	35,225,000	100%	35,225,000
Total Direct and Overlapping Net Debt			79,226,707
Ratio of total direct and overlapping net debt to assessed valuation			14.09%
Direct and overlapping net debt per capita			\$6,584

Total General & Certificate of Obligation Debt





Special Revenue Funds

The Special Revenue Funds are used to account for proceeds of specific revenue sources that are legally restricted or committed to expenditures for specified purposes other than debt service or capital projects and exclusive of resources held in trust for individuals, private organizations, or other governments.

Special Revenue Funds

Surface Water Fund (22) - accounts for the ground water reduction partner fees collected and associated expenditures for the purpose of building infrastructure improvements for sources of water other than ground water in order to meet the mandated requirements of the Fort Bend Subsidence District.

Wastewater Impact Fund (40) - is used to account for the collection of wastewater impact fees from property developers to be used for new infrastructure being built due to new property development projects, and to help offset the cost of the additional development on the City's water infrastructure and services.

Water Impact Fee Fund (50) - is used to account for the collection of water impact fees from property developers to be used for new infrastructure being built due to new property development projects, and to help offset the cost of the additional development on the City's water infrastructure and services.

Festivals Fund (55) - is used to account for revenues that are restricted for the use of holding festivals within the City.

Park Improvement Fund (60) - is used to account for the intergovernmental revenues and expenditures related to park improvements.

City Narcotics Seizure Fund (64) - is used to account for the revenues from seizure and/or sale of assets related to enforcement and abatement of criminal statutes. Expenditures are restricted to improve activities related to general law enforcement programs and/or law enforcement equipment.

State Narcotics Fund (65) - is used to account for the revenues from seizure and/or sale of assets from illegal narcotic activities. Expenditures are restricted to improvements for the Police Department to be used in the prevention of illegal narcotic use.

Federal Narcotics Fund (66) - is used to account for the revenues from the proceeds of assets seized, in partnership with Federal Law Enforcement Officials, for activities related to enforcement and abatement of criminal statutes. Expenditures are restricted to improvements for the Police Department to be used in the prevention of illegal narcotic use.

Hotel Occupancy Tax Fund (82) - is used to account for revenues and expenditures for the Hotel Occupancy Tax remitted by any individual or entity owning, operating, managing, or controlling a hotel within the corporate limits and extraterritorial jurisdiction of the City. Expenditures are restricted to only those that directly promote tourism and the convention/hotel industry such as projects or events that result in visitors or attendees staying overnight in the community.



Special Revenue Funds

Development Corporation Fund (85) - is used to account for the sales tax collected on behalf of the corporation and associated project expenditures for the purpose of fostering economic growth and business retention within the City of Richmond. The Development Corporation is a separate legal entity, this is presented on the annual financial report as a discretely presented component unit of the City.

Community Development Block Grant Fund (CDBG) (90) - is used to account for the community development block grant that is funding revitalization projects for water and sewer infrastructure improvements within the City.

TCLEOSE Grant Fund (91) - is used to account for intergovernmental grant revenues and expenditures related to training of licensed Peace Officers in the Fire Department.

Municipal Court Technology Fund (92) - is used to account for revenues collected from fines and expenditures for the strict use for technology related items within the City's Municipal Court.

Municipal Court Building Security Fund (93) - is used to account for the revenues collected from fines and expenditures for the strict use for security related items within the City's Municipal Court.

TCLEOSE Grant Fund (96) - is used to account for intergovernmental grant revenues and expenditures related to training of licensed Peace Officers in the Police Department.

Surface Water

Mission Statement

The Surface Water Department takes pride in maintaining a tradition of delivering ample superior quality water, vigilantly maintaining water infrastructure and providing responsive customer-oriented service in a cost effective and innovative manner emphasizing responsible environmental stewardship and compliance with all regulatory requirements.

Department Functions and Responsibilities

The Surface Water Department is responsible for the comprehensive management and maintenance of the 2.0 MGD micro-filtration surface water treatment plant.

Departmental Goals

Organizational-wide Goal

- Maximize surface water production to prolong the need for plant expansion.
- Provide a sustainable supply of excellent quality surface water.

Performance Measures

	Actual <u>FY 17-18</u>	Estimate <u>FY 18-19</u>	Budget <u>FY 19-20</u>
Water Quality Percent Compliance	100%	100%	100%
Million Gallons Produced	150	500	700
Preventive Maintenance	33%	100%	100%

Workload Indicators

	Actual <u>FY 17-18</u>	Estimate <u>FY 18-19</u>	Budget <u>FY 19-20</u>
MG Produced	150	150	700
Water Quality Samples Performed	N/A*	20,400	20,400
Solid Management in Dry Metric Tons	46.5	90.0	90.0

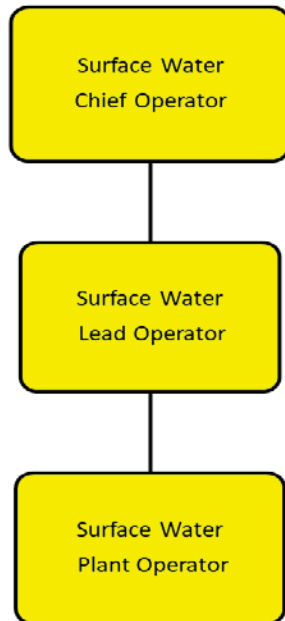
*None available for 2018 – Surface Water Plant was under construction.

Personnel History (FTE)

	Actual FY 17-18	Estimate FY 18-19	Budget FY 19-20
Surface Water Chief Operator	0	1	1
Surface Water Lead Operator	0	1	1
Surface Water Plant Operator	1	1	1
Total Personnel	1	3	3

Departmental Organizational Chart

Full-Time Equivalent (FTE)



Surface Water Fund

Fund: 22

Revenue and Expenditure Summary

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent +/(-)
3050 Groundwater Reduction Revenue	\$1,290,726	\$1,553,961	\$1,271,895	\$1,424,522	-8.33%
3051 Groundwater - Rivers Edge	\$215,351	\$207,413	\$204,900	\$227,439	9.66%
3052 Groundwater - Rio Vista	\$64,574	\$74,521	\$57,750	\$64,680	-13.21%
3053 Groundwater - MUD 121	\$291,021	\$358,305	\$265,500	\$292,050	-18.49%
3055 Interest Income	\$3,354	\$2,500	\$3,156	\$3,000	20.00%
3056 Groundwater - MUD 116	\$422,627	\$650,000	\$455,500	\$501,050	-22.92%
3057 Groundwater - WCID #3	\$225,924	\$240,000	\$182,895	\$201,185	-16.17%
3058 Groundwater - Texana HOA	\$0	\$0	\$0	\$0	0.00%
3059 Groundwater - MUD 19	\$0	\$0	\$0	\$0	0.00%
3060 Groundwater - WCID #8	\$26,145	\$24,972	\$15,500	\$17,050	-31.72%
3061 Groundwater - LCISD	\$52,946	\$48,600	\$60,000	\$66,000	35.80%
3062 Groundwater - Rivers Edge HOA	\$0	\$0	\$0	\$0	0.00%
3063 Groundwater - Riverpark HOA	\$39,817	\$38,555	\$30,000	\$33,000	-14.41%
3064 Groundwater - Country Club	\$0	\$0	\$0	\$0	0.00%
3065 Transfer from/to Other Funds	\$1,931,739	\$0	\$0	\$0	0.00%
3066 Groundwater - MUD 1	\$30,030	\$35,000	\$26,630	\$29,559	-15.54%
3067 Groundwater - MUD 215	\$79,793	\$130,000	\$145,300	\$162,736	25.18%
3068 Groundwater - MUD 207	\$10,193	\$12,500	\$15,830	\$17,413	39.30%
3070 Other Income	\$1,400	\$0	\$1,400	\$0	0.00%
3071 Grants - Federal	\$0	\$0	\$0	\$0	0.00%
3150 Contributed Capital	\$0	\$0	\$0	\$0	0.00%
Total Revenues	\$4,685,638	\$3,376,327	\$2,736,256	\$3,039,684	-9.97%
Surface Water Expenditures	\$2,664,556	\$3,133,805	\$2,853,826	\$2,957,170	-5.64%
Total Expenditures	\$2,664,556	\$3,133,805	\$2,853,826	\$2,957,170	-5.64%
<i>Prior Year Balance **</i>	<u>\$3,879,840</u>	<u>\$3,200,302</u>	<u>\$5,900,922</u>	<u>\$5,783,352</u>	
Anticipated Balance	<u>\$5,900,922</u>	<u>\$3,442,824</u>	<u>\$5,783,352</u>	<u>\$5,865,866</u>	
Fund Bal as % of Exp	221.46%	109.86%	202.65%	198.36%	
Fund Bal in Days	808	401	740	724	

** - Working Capital Basis

City of Richmond
Annual Budget
FY 2019-2020

Surface Water Fund
Expenditure Detail

Fund: 22
Account: 22-5222

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent + / (-)
5222-40000 Salaries	\$124,560	\$168,156	\$130,488	\$172,970	2.86%
5222-40125 Overtime	\$5,459	\$5,000	\$3,306	\$6,500	100.00%
5222-40150 Social Security	\$7,660	\$10,426	\$9,823	\$11,127	6.72%
5222-40200 Medicare	\$1,791	\$2,438	\$2,297	\$2,602	6.74%
5222-40250 Retirement	\$18,772	\$24,790	\$22,784	\$26,575	7.20%
5222-40350 Workers' Compensation	\$2,085	\$5,526	\$2,806	\$3,602	-34.82%
5222-40400 Health Insurance	\$25,856	\$47,505	\$32,142	\$26,261	-44.72%
5222-40550 Medical Surveillance	\$170	\$150	\$135	\$150	0.00%
5222-40600 Uniforms & Clothing	\$760	\$900	\$1,450	\$900	0.00%
5222-40650 Travel & Training	\$630	\$4,000	\$3,400	\$4,000	0.00%
5222-40750 Office Supplies	\$5,113	\$1,000	\$1,000	\$1,000	0.00%
5222-40800 Postage	\$2,810	\$3,800	\$6,500	\$4,200	10.53%
5222-40850 Paint, Hardware Supplies	\$4,236	\$1,500	\$2,000	\$2,400	60.00%
5222-40950 Shop Tools & Equipment	\$2,706	\$2,000	\$1,600	\$2,000	0.00%
5222-41100 Gasoline and Diesel	\$725	\$4,000	\$3,800	\$4,000	0.00%
5222-41300 Janitorial Supplies	\$902	\$500	\$480	\$500	0.00%
5222-41350 Chemical Supplies	\$121,682	\$250,000	\$150,000	\$200,000	-20.00%
5222-41600 Lab Equipment/Supplies	\$62	\$10,000	\$14,000	\$14,000	100.00%
5222-41650 Periodicals-Memberships	\$50	\$600	\$150	\$600	0.00%
5222-41710 System Water Cost	\$224,298	\$253,281	\$253,281	\$235,000	-7.22%
5222-41950 Equipment Repair & Maint.	\$80	\$30,000	\$24,000	\$30,000	100.00%
5222-42000 Building Repair & Maint.	\$8,363	\$2,000	\$7,500	\$2,000	100.00%
5222-42100 Vehicle Repair	\$631	\$2,000	\$1,200	\$2,000	100.00%
5222-42150 Equipment Rental	\$2,696	\$3,100	\$2,900	\$3,100	100.00%
5222-42200 Legal and Professional Fees	\$0	\$15,000	\$5,000	\$15,000	0.00%
5222-42210 Engineering & Prof. Fees	\$246,033	\$50,000	\$46,000	\$50,000	0.00%
5222-42250 Contracted Services	\$403,976	\$300,000	\$245,000	\$250,000	-16.67%
5222-42450 Lab Fees	\$6,805	\$25,000	\$13,500	\$15,000	-40.00%
5222-42600 Utilities	\$41,461	\$72,000	\$68,000	\$72,000	0.00%
5222-42700 Telephone & Pagers	\$3,820	\$4,000	\$4,000	\$4,000	0.00%
5222-42750 Insurance and Bonding	\$23,441	\$25,000	\$28,000	\$27,600	10.40%
5222-42800 Licenses & Permits	\$111	\$14,350	\$12,500	\$14,350	0.00%
5222-42850 Miscellaneous	\$1,567	\$10,000	\$2,000	\$5,000	-50.00%
5222-42860 Depreciation	\$32,558	\$33,000	\$0	\$0	100.00%
5222-42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
5269-43000 Bond Redem. Series 2015	\$205,000	\$215,000	\$215,000	\$220,000	2.33%
5269-43050 Interest Expense	\$328,088	\$321,788	\$321,788	\$315,263	-2.03%
5269-43100 Agency Fees	\$750	\$750	\$750	\$750	0.00%
5270-43000 Bond Redem. Series 2016A	\$650,000	\$675,000	\$675,000	\$695,000	2.96%
5270-43050 Interest Expense	\$158,100	\$138,225	\$138,225	\$117,675	-14.87%
5270-43100 Agency Fees	\$750	\$750	\$750	\$750	0.00%
5271-43000 Bond Redem. Series 2017A	\$0	\$230,000	\$230,000	\$235,000	100.00%
5271-43050 Interest Expense	\$0	\$170,520	\$170,520	\$163,545	100.00%
5271-43100 Agency Fees	\$0	\$750	\$750	\$750	100.00%
Total Expenditures	\$2,664,556	\$3,133,805	\$2,853,826	\$2,957,170	-5.64%
EXPENDITURES BY CATEGORY					
SALARIES & BENEFITS	\$186,183	\$263,841	\$203,647	\$249,638	-5.38%
MATERIALS & SUPPLIES	\$2,478,374	\$2,869,964	\$2,650,179	\$2,707,533	-5.66%
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	-100.00%

Wastewater Impact Fund

Fund: 40

Revenue and Expenditure Summary

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent +/-
3055 Interest Income	\$3,575	\$1,500	\$9,200	\$3,500	133.33%
3070 Other Income	\$0	\$0	\$0	\$0	0.00%
3110 WW Impact Collections	\$417,606	\$600,000	\$194,717	\$200,000	-66.67%
Total Revenues	\$421,180	\$601,500	\$203,917	\$203,500	-66.17%
WW Impact Expenditures	\$148,716	\$0	\$821,868	\$979,841	100.00%
Total Expenditures	\$148,716	\$0	\$821,868	\$979,841	100.00%
<i>Prior Year Balance **</i>	<u>\$4,240,323</u>	<u>\$4,814,657</u>	<u>\$4,512,787</u>	<u>\$3,894,836</u>	
Anticipated Balance	<u>\$4,512,787</u>	<u>\$5,416,157</u>	<u>\$3,894,836</u>	<u>\$3,118,495</u>	

Expenditure Detail

Account: 40-5260

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent +/-
42210 Engineering & Professional Fees	\$148,716	\$0	\$97,310	\$0	0.00%
42900 Capital Outlay	\$0	\$0	\$724,558	\$979,841	100.00%
Total Expenditures	\$148,716	\$0	\$821,868	\$979,841	100.00%

** - Working Capital Basis

Note: This fund is used to account for the collection of wastewater impact fees from property developers to be used for new infrastructure being built due to new property development projects, and to help offset the cost of additional development on the City's wastewater infrastructure and services.

Water Impact Fee Fund

Fund: 50

Revenue and Expenditure Summary

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent + / (-)
3055 Interest Income	\$1,057	\$250	\$1,800	\$400	60.00%
3065 Transfer from other funds	(\$2,875)	\$0	\$0	\$0	0.00%
3070 Other Income	\$0	\$0	\$0	\$0	0.00%
3110 Water Impact Fee Collections	\$64,040	\$85,000	\$14,258	\$85,000	0.00%
Total Revenues	\$62,222	\$85,250	\$16,058	\$85,400	0.18%
Capital Outlay	\$0	\$1,150,000	\$1,096,448	\$0	0.00%
Total Expenditures	\$0	\$1,150,000	\$1,096,448	\$0	0.00%
<i>Prior Year Balance **</i>	<u>\$1,266,290</u>	<u>\$1,337,060</u>	<u>\$1,328,512</u>	<u>\$248,122</u>	
<i>Anticipated Balance</i>	<u>\$1,328,512</u>	<u>\$272,310</u>	<u>\$248,122</u>	<u>\$333,522</u>	

** - Working Capital Basis

Expenditure Detail

Account: 50-5270

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent + / (-)
42210 Engineering & Professional Fees	\$0	\$0	\$0	\$0	0.00%
42900 Capital Outlay	\$0	\$1,150,000	\$1,096,448	\$0	0.00%
Total Expenditures	\$0	\$1,150,000	\$1,096,448	\$0	100.00%

Note: This fund is used to account for the collection of water impact fees from property developers to be used for new infrastructure being built due to new property development projects and to help offset the cost of additional development on the City's water infrastructure and services.

Festivals Fund

Fund: 55

Revenue and Expenditure Summary

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent +/(%)
3055 Interest	\$1	\$0	\$1	\$0	0.00%
3070 Other Income	\$0	\$0	\$0	\$0	0.00%
Total Revenues	\$1	\$0	\$1	\$0	0.00%
Capital Outlay	\$0	\$0	\$0	\$0	0.00%
Total Expenditures	\$0	\$0	\$0	\$0	0.00%
Beginning Fund Balance	<u>\$708</u>	<u>\$710</u>	<u>\$709</u>	<u>\$710</u>	
Ending Fund Balance	<u>\$709</u>	<u>\$710</u>	<u>\$710</u>	<u>\$710</u>	

Expenditure Detail

Account: 55-5550

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent +/(%)
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
Total Expenditures	\$0	\$0	\$0	\$0	0.00%

Note: This fund is used to account for revenues that are restricted for the use of holding festivals.

Park Improvement Fund

Fund: 60

Revenue and Expenditure Summary

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent +/(%)
3040 License and Permit Fees	\$0	\$0	\$0	\$0	0.00%
3055 Interest	\$4	\$0	\$41	\$0	0.00%
3070 Other Income	\$0	\$0	\$0	\$0	0.00%
3080 Donations	\$0	\$0	\$20,000	\$0	0.00%
Total Revenues	\$4	\$0	\$20,041	\$0	0.00%
Contracted Services	\$1,401	\$500	\$0	\$0	0.00%
Total Expenditures	\$1,401	\$500	\$0	\$0	0.00%
Beginning Fund Balance	<u>\$5,624</u>	<u>\$3,226</u>	<u>\$3,727</u>	<u>\$23,268</u>	
Restricted - Freeman Playground	<u>\$500</u>	<u>\$500</u>	<u>\$500</u>		
Ending Fund Balance	<u>\$3,727</u>	<u>\$2,226</u>	<u>\$23,268</u>	<u>\$23,268</u>	

Expenditure Detail

Account: 60-5280

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent +/(%)
42250 Contracted Services	\$1,401	\$500	\$0	\$0	0.00%
Total Expenditures	\$1,401	\$500	\$0	\$0	0.00%

Note: This fund is used to account for the intergovernmental revenues and expenditures related to park improvements.

Narcotics Seizure City Fund

Fund: 64

Revenue and Expenditure Summary

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent +/(-)
3055 Interest	\$0	\$0	\$0	\$0	0.00%
3070 Other Income	\$94	\$0	\$2,757	\$0	0.00%
Total Revenues	\$94	\$0	\$2,757	\$0	0.00%
Narcotics Expenditures	\$225	\$7,977	\$0	\$0	-100.00%
Total Expenditures	\$225	\$7,977	\$0	\$0	100.00%
Beginning Fund Balance	<u>\$7,882</u>	<u>\$7,977</u>	<u>\$7,751</u>	<u>\$10,508</u>	
Ending Fund Balance	<u>\$7,751</u>	<u>\$0</u>	<u>\$10,508</u>	<u>\$10,508</u>	

Expenditure Detail

Account: 64-5100

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent +/(-)
40650 Travel and Training	\$0	\$7,977	\$0	\$0	-100.00%
41950 Equipment	\$0	\$0	\$0	\$0	0.00%
42850 Miscellaneous	\$225	\$0	\$0	\$0	0.00%
Total Expenditures	\$225	\$7,977	\$0	\$0	0.00%

Note: This fund is used to account for the revenues from seizure and/or sale of assets related to enforcement and abatement of criminal statues. Expenditures are restricted to improve activities related to general law enforcement programs and/or law enforcement equipment.

State Narcotics Fund

Fund: 65

Revenue and Expenditure Summary

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent +/(%)
3055 Interest	\$0	\$0	\$0	\$0	0.00%
3070 Other Income	\$165,000	\$0	\$100,770	\$0	0.00%
Total Revenues	\$165,000	\$0	\$100,770	\$0	0.00%
Narcotics Expenditures	\$67,368	\$170,000	\$125,000	\$107,028	-37.04%
Total Expenditures	\$67,368	\$170,000	\$125,000	\$107,028	-37.04%
Beginning Fund Balance	<u>\$190,884</u>	<u>\$288,516</u>	<u>\$288,516</u>	<u>\$264,286</u>	
Ending Fund Balance	<u>\$288,516</u>	<u>\$118,516</u>	<u>\$264,286</u>	<u>\$157,258</u>	

Expenditure Detail

Account: 65-5650

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent +/(%)
40650 Travel and Training	\$5,700	\$15,000	\$30,000	\$30,000	100.00%
41950 Equipment	\$32,325	\$155,000	\$0	\$0	-100.00%
42850 Miscellaneous	\$29,343	\$0	\$95,000	\$0	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$77,028	100.00%
Total Expenditures	\$67,368	\$170,000	\$125,000	\$107,028	-37.04%
<u>Capital Outlay Detail:</u>					
2020 Chevy Tahoe	\$51,808				
Coban Car System Upgrade	\$25,220				
	<u>\$77,028</u>				

Note: This fund is used to account for the revenues from seizure and/or sale of assets from illegal narcotic activities. Expenditures are restricted to improvements for the Police Department to be used in the prevention of illegal narcotic use.

Federal Narcotics Fund

Fund: 66

Revenue and Expenditure Summary

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent +/(%)
3055 Interest	\$2	\$0	\$0	\$0	0.00%
3070 Other Income	\$0	\$0	\$0	\$0	0.00%
Total Revenues	\$2	\$0	\$0	\$0	0.00%
Narcotics Expenditures	\$4,700	\$0	\$0	\$0	0.00%
Total Expenditures	\$4,700	\$0	\$0	\$0	0.00%
Beginning Fund Balance	<u>\$4,787</u>	<u>\$90</u>	<u>\$89</u>	<u>\$89</u>	
Ending Fund Balance	<u>\$89</u>	<u>\$90</u>	<u>\$89</u>	<u>\$89</u>	

Expenditure Detail

Account: 66-5660

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent +/(%)
42850 Miscellaneous	\$4,700	\$0	\$0	\$0	0.00%
Total Expenditures	\$4,700	\$0	\$0	\$0	100.00%

Note: This fund is used to account for the revenues from the proceeds of assets seized, in partnership with Federal Law Enforcement Officials, for activities related to enforcement and abatement of criminal statutes. Expenditures are restricted to improvements for the Police Department to be used in the prevention of illegal narcotic use.

Hotel Occupancy Tax Fund

Fund: 82

Revenue and Expenditure Summary

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent +/(%)
3018 Hotel Occupancy Tax	\$0	\$60,000	\$35,110	\$80,600	34.33%
3055 Interest Income	\$0	\$0	\$0	\$0	0.00%
3070 Other Income	\$0	\$0	\$0	\$0	0.00%
Total Revenues	\$0	\$60,000	\$35,110	\$80,600	100.00%
Hotel/Motel Expenditures	\$0	\$0	\$0	\$0	0.00%
Total Expenditures	\$0	\$0	\$0	\$0	0.00%
Beginning Fund Balance	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$35,110</u>	
Ending Fund Balance	<u>\$0</u>	<u>\$60,000</u>	<u>\$35,110</u>	<u>\$115,710</u>	

Expenditure Detail

Account: 82-

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent +/(%)
42850 Miscellaneous	\$0	\$0	\$0	\$0	0.00%
Total Expenditures	\$0	\$0	\$0	\$0	0.00%

Note: This fund is used to account for revenues from the Hotel Occupancy Tax. Under the Texas law, revenue can be used only to directly promote tourism and the convention/hotel industry. Proceeds should be spent on projects or events that result in visitors or attendees staying overnight in the community.

Development Corporation of Richmond

Mission Statement

The mission of the Development Corporation of Richmond is to serve the community by promoting private and public investments that will generate multiple public revenue streams to fund quality of life enhancements and activities that preserve and capitalize on our heritage.

Department Functions and Responsibilities

The Department of Economic Development is responsible for economic development and the administration of the ½ cent sales tax funds collected by the City. The programs encompass business retention/expansion, business creation, and business recruitment, as well as an emerging tourism program.

Departmental Goals

Comprehensive Master Plan Top-Ranked Priority

- ✓ Prepare for development of a Richmond Business Park.
- ✓ Identify and focus on up to three key investments and/or image-setting areas of Richmond.
- ✓ Prepare an Economic Development Plan.

Organization-wide Goal

- Implement recommendations of Target Industry Study.
- Develop and maintain respectful effective working relationships within the development community.
- Strengthen the awareness and image of Richmond throughout the region.
- Establish Farmers Market.

Performance Measures

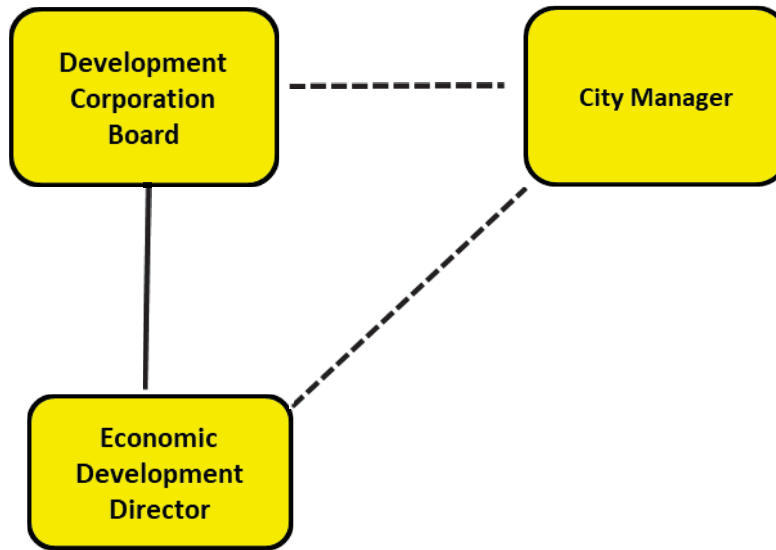
	Actual FY 17-18	Estimate FY 18-19	Budget FY 19-20
Updating incentive policy to reflect findings From the Target Industry Study	N/A	In progress	Approval by DCR Board
Increasing traffic to DCR webpage and landing Pages as counted by Google Analytics	0%	50% Increase	100% Increase
Increased number of impressions and Interactions with digital marketing material	0%	50% Increase	100% Increase
Successful opening and sustained operation Of a Farmer’s Market in Richmond	N/A	In progress	Ribbon Cutting At Opening
Conduction of a Business Park Feasibility Study	N/A	In progress	Completed Study
Creation of an Economic Development Plan	N/A	In progress	Completed Study

Personnel History (FTE)

	Actual <u>FY 17-18</u>	Estimate <u>FY 18-19</u>	Budget <u>FY 19-20</u>
Economic Development Director	1	1	1
Total Personnel	1	1	1

Departmental Organizational Chart

Full-Time Equivalent (FTE)



Revenue and Expenditure Summary

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent + / (-)
3015 Sales Tax Revenue	\$1,518,168	\$1,474,287	\$1,507,600	\$1,509,500	2.39%
3055 Interest Income	\$3,142	\$2,000	\$9,590	\$2,500	25.00%
3060 Intergovernmental Revenue	\$72,473	\$0	\$0	\$0	0.00%
3070 Other Income	\$6,000	\$5,000	\$6,000	\$6,000	20.00%
Total Revenues	\$1,599,783	\$1,481,287	\$1,523,190	\$1,518,000	2.48%
Expenditures	\$1,602,693	\$3,346,829	\$1,635,779	\$3,461,072	3.41%
Total Expenditures	\$1,602,693	\$3,346,829	\$1,635,779	\$3,461,072	3.41%
Beginning Fund Balance	<u>\$5,452,349</u>	<u>\$5,431,234</u>	<u>\$5,449,439</u>	<u>\$5,336,850</u>	
Ending Fund Balance	<u>\$5,449,439</u>	<u>\$3,565,692</u>	<u>\$5,336,850</u>	<u>\$3,393,778</u>	

Expenditure Detail

Account: 85-5400

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent + / (-)
40650 Travel and Training	\$7,603	\$14,440	\$12,900	\$13,000	-9.97%
40750 Office Supplies	\$1,878	\$500	\$500	\$500	0.00%
40800 Postage	\$0	\$100	\$50	\$100	0.00%
41650 Periodicals and Memberships	\$21,609	\$19,250	\$21,500	\$18,000	-6.49%
42250 Contracted Services	\$145,460	\$210,000	\$245,000	\$269,000	28.10%
42500 Advertising / Marketing	\$107,348	\$121,000	\$120,000	\$112,000	-7.44%
42850 Miscellaneous	\$9,629	\$20,000	\$20,000	\$20,000	0.00%
43000 Bond Redemption	\$252,788	\$250,363	\$250,363	\$257,388	2.81%
43400 City of Richmond Reimb Alloc.	\$526,128	\$631,176	\$631,176	\$643,664	1.98%
Historic District					
43500 Keep Richmond Beautiful	\$3,499	\$5,000	\$3,500	\$5,000	0.00%
43500 Historic Richmond Association	\$10,000	\$15,000	\$10,000	\$10,000	-33.33%
43500 Pecan Festival	\$0	\$10,000	\$10,093	\$10,000	0.00%
43500 Downtown Holiday Decorations	\$22,383	\$15,000	\$5,258	\$10,000	-33.33%
43500 Fort Bend Museum	\$0	\$10,000	\$0	\$0	-100.00%
43500 Texas Downtown Association	\$0	\$0	\$15,171	\$15,000	100.00%
Transportation/Infrastructure					
43505 Gateway/Wayfinding Investments	\$19,138	\$0	\$27,940	\$0	0.00%
43510 Public Transportation	\$75,000	\$75,000	\$75,000	\$75,000	0.00%
43520 Wayside Horns Phase I	\$122,780	\$0	\$0	\$0	0.00%
43520 Wayside Horns Phase II	\$0	\$700,000	\$0	\$1,100,000	57.14%
43535 Lamar Street Extension	\$0	\$600,000	\$0	\$0	-100.00%
43536 N. 10th St. ROW (Thompson Sq.)	\$0	\$300,000	\$0	\$300,000	0.00%
43537 Wessendorff Park	\$177,450	\$0	\$37,329	\$0	0.00%
43538 Downtown Improvement Grant	\$0	\$70,000	\$50,000	\$75,000	7.14%
43539 2nd Street Farmer's Market Pavilion	\$0	\$175,000	\$0	\$0	-100.00%
43540 Downtown Drainage Improvements	\$0	\$5,000	\$0	\$0	-100.00%
43541 Bridge Lighting Project	\$0	\$0	\$0	\$45,000	100.00%
43542 Myrtle Street Renovation	\$0	\$0	\$0	\$357,420	100.00%
43543 Signage Grant Program	\$0	\$0	\$0	\$25,000	100.00%
Workforce					
43530 TSTC Reimbursement	\$100,000	\$100,000	\$100,000	\$100,000	0.00%
Total Expenditures	\$1,602,693	\$3,346,829	\$1,635,779	\$3,461,072	3.41%

CDBG Grant Fund

Fund: 90

Revenue and Expenditure Summary

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent +/(%)
3060 Intergovernmental Revenue	\$124,581	\$0	\$225,678	\$250,000	0.00%
3065 Transfer from Other Funds	(\$116,407)				
3070 Other Income	\$0	\$0	\$0	\$0	0.00%
Total Revenues	\$8,174	\$0	\$225,678	\$250,000	0.00%
Grant Construction	\$0	\$0	\$225,678	\$250,000	0.00%
Total Expenditures	\$0	\$0	\$225,678	\$250,000	0.00%
Beginning Fund Balance	<u>(\$3,494)</u>	<u>\$4,680</u>	<u>\$4,680</u>	<u>\$4,680</u>	
Ending Fund Balance	<u>\$4,680</u>	<u>\$4,680</u>	<u>\$4,680</u>	<u>\$4,680</u>	

Expenditure Detail

Accounts: 90-5343 Phase VII
 90-5344 Phase VIII

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent +/(%)
5344-42900 Capital Outlay - Phase VIII*	\$0	\$0	\$0	\$0	0.00%
5345-42900 Capital Outlay - Phase IX*	\$0	\$0	\$225,678	\$0	0.00%
5346-42900 North Richmond Drainage	\$0	\$0	\$0	\$250,000	0.00%
Total Expenditures	\$0	\$0	\$225,678	\$250,000	-100.00%

* North Richmond Sanitary Sewer

Note: This fund is used to account for the Community Development Block Grant that is funding revitalization projects for water and sewer infrastructure improvements within the City.

TCLEOSE Grant Fund (Fire Department)

Fund: 91

Revenue and Expenditure Summary

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent +/(%)
3060 Intergovernmental Revenue	\$1,144	\$1,100	\$1,081	\$1,100	0.00%
Total Revenues	\$1,144	\$1,100	\$1,081	\$1,100	0.00%
Travel and Training	\$542	\$1,800	\$1,200	\$1,300	-27.78%
Total Expenditures	\$542	\$1,800	\$1,200	\$1,300	-27.78%
Beginning Fund Balance	<u>\$743</u>	<u>\$1,346</u>	<u>\$1,346</u>	<u>\$1,227</u>	
Ending Fund Balance	<u>\$1,346</u>	<u>\$646</u>	<u>\$1,227</u>	<u>\$1,027</u>	

Expenditure Detail

Account: 91-5391

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent +/(%)
40650 Travel and Training	\$542	\$1,800	\$1,200	\$1,300	-27.78%
Total Expenditures	\$542	\$1,800	\$1,200	\$1,300	-27.78%

Note: This fund is used to account for intergovernmental grant revenues and expenditures related to training of licensed Peace Officers in the Fire Department.

Municipal Court Technology Fund

Fund: 92

Revenue and Expenditure Summary

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent + / (-)
3030 Court Fines	\$5,821	\$5,800	\$6,900	\$7,200	24.14%
3055 Interest Income	\$16	\$0	\$22	\$0	0.00%
Total Revenues	\$5,837	\$5,800	\$6,922	\$7,200	24.14%
Capital Outlay	\$21,321	\$0	\$14,948	\$0	0.00%
Total Expenditures	\$21,321	\$0	\$14,948	\$0	0.00%
Beginning Fund Balance	<u>\$31,789</u>	<u>\$16,280</u>	<u>\$16,304</u>	<u>\$8,278</u>	
Ending Fund Balance	<u>\$16,304</u>	<u>\$22,080</u>	<u>\$8,278</u>	<u>\$15,478</u>	

Expenditure Detail

Account: 92-5920

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent + / (-)
42900 Capital Outlay	\$21,321	\$0	\$14,948	\$0	0.00%
Total Expenditures	\$21,321	\$0	\$14,948	\$0	0.00%

Note: This fund is used to account for revenues collected from fines and expenditures for the strict use for technology related items within the City's Municipal Court.

Municipal Court Building Security Fund

Fund: 93

Revenue and Expenditure Summary

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent +/(%)
3030 Court Fines	\$4,366	\$4,230	\$5,370	\$5,400	27.66%
3055 Interest Income	\$31	\$0	\$43	\$0	0.00%
Total Revenues	\$4,397	\$4,230	\$5,413	\$5,400	27.66%
MC Bldg Security	\$31,419	\$0	\$15,238	\$0	0.00%
Total Expenditures	\$31,419	\$0	\$15,238	\$0	0.00%
Beginning Fund Balance	<u>\$56,188</u>	<u>\$29,023</u>	<u>\$29,166</u>	<u>\$19,341</u>	
Ending Fund Balance	<u>\$29,166</u>	<u>\$33,253</u>	<u>\$19,341</u>	<u>\$24,741</u>	

Expenditure Detail

Account: 93-5330

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent +/(%)
42850 Miscellaneous	\$1,237	\$0	\$0	\$0	0.00%
42900 Capital Outlay	\$30,182	\$0	\$15,238	\$0	0.00%
Total Expenditures	\$31,419	\$0	\$15,238	\$0	0.00%

Note: This fund is used to account for the revenues collected from fines and expenditures for the strict use for security related items within the City's Municipal Court.

TCLEOSE Grant Fund (Police Department)

Fund: 96

Revenue and Expenditure Summary

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent + / (-)
3060 Intergovernmental Revenue	\$3,008	\$2,450	\$2,967	\$2,450	0.00%
Total Revenues	\$3,008	\$2,450	\$2,967	\$2,450	0.00%
TCLEOSE - POLICE DEPT	(\$390)	\$1,800	\$0	\$1,800	0.00%
Total Expenditures	(\$390)	\$1,800	\$0	\$1,800	0.00%
Prior Year Balance	<u>\$92</u>	<u>\$3,100</u>	<u>\$3,490</u>	<u>\$6,457</u>	
Anticipated Balance	<u>\$3,490</u>	<u>\$3,750</u>	<u>\$6,457</u>	<u>\$7,107</u>	

Expenditure Detail

Account: 96-5320

Description	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	Percent + / (-)
40650 Travel and Training	(\$390)	\$1,800	\$0	\$1,800	0.00%
Total Expenditures	(\$390)	\$1,800	\$0	\$1,800	0.00%

Note: This fund is used to account for intergovernmental grant revenues and expenditures related to training of licensed Peace Officers in the Police Department.



RICHMOND

EST. **TEXAS** 1837

Capital Improvement Program

A Capital Improvement Program is a short-range plan, usually four to ten years, which identifies capital projects and equipment purchases, provides a planning schedule and identifies options for financing the plan.



RICHMOND
EST. **TEXAS** 1837

Approved Capital Outlay
FY 2019-2020

The City of Richmond defines Capital Outlay as “expenditures resulting in the acquisition of or addition to the City’s fixed assets. Fixed Assets are defined as “assets of a long term character which are intended to be held or used, such as land, buildings, machinery, furniture, and equipment. Fixed assets are further defined by having an expected life of at least two years and a cost of \$5,000 or more. Capital Improvements are “expenditures for the construction, purchase, or renovation of City facilities or property.

During the budget process, Department Heads may put in writing any requests their departments may have for replacement or additional assets. The Finance Director and City Manager will discuss these requests during workshop meetings with Department Heads and through this process a final list of requests that can be presented to the City Commission will be drawn up. Those capital requests that are approved are then included in the budget in Capital Outlay in the General Fund, the Water and Sewer Fund or a Special Revenue Fund.

Approved budgeted Capital Outlay expenditures for FY 2019-2020:

Category	Fund/ Department	Description	Amount	Funding Source	Account Number	Impact to Operating Budgets
Capital Outlay	General Fund Vehicle Maintenance	12K 2 Post Vehicle Lift	\$ 6,875	General Fund Reserves	10-5110- 42900	\$6,875 is a one-time expenditure in FY2020 with a reoccurring cost for maintenance in future year budgets.
Capital Outlay	General Fund Information Technology	Computer Replacement Program (10 @\$1,200 each)	\$ 12,000	General Fund Reserves	10-5115- 41950	\$12,000 is a one-time expenditure in FY2020.
Capital Outlay	General Fund Police	Design of Police Department Lobby	\$ 10,950	General Fund Reserves	10-5140- 42900	\$10,950 is a one-time expenditure in FY2020. The design is the first phase of the remodel of the historical building. Future costs for remodeling will be budgeted in phases in future year budgets.
Capital Outlay	General Fund Police	2019 Ford F150 Truck	\$ 26,829	General Fund Reserves	10-5140- 42900	\$26,829 is a one-time expenditure in FY2020 with a reoccurring cost estimate of \$450 annually for maintenance in future year budgets.
Capital Outlay	General Fund Parks	Replace Metal Trash Receptacles in City park	\$ 10,000	General Fund Reserves	10-5160- 42900	\$10,000 is the first phase of a reoccurring effort to replace the current trash containers at the City parks with metal decorative receptacles. This will be a one time expenditure in FY2020 but will be reviewed yearly with efforts to budget more receptacle replacements in future budget years, if funds allow.
Capital Outlay	General Fund Municipal Court	Paperless Court System	\$ 13,000	General Fund Reserves	10-5180- 42900	\$13,000 is a one-time expenditure in FY2020 with a reoccurring annual maintenance cost of \$1,200 in future year budgets.
Capital Outlay	Water and Sewer Fund Customer Service	(6) Smart Phones Meter Readers	\$ 9,624	Water and Sewer Fund Reserves	20-5210- 42900	\$9,624 is a one-time expenditure in FY2020 with an annual reoccurring cost of \$7,524 for (6) licenses, technical support, and data hosting, in future year budgets.
Capital Outlay	State Narcotics Fund - Police	2020 Chevy Tahoe	\$ 51,808	State Narcotics Fund Reserves	16-5650- 42900	\$51,808 is a one-time expenditure in FY2020 with a reoccurring cost estimate of \$600 annually for maintenance in future year budgets.

Category	Fund / Department	Description	Amount	Funding Source	Account Number	Impact to Operating Budgets
Capital Outlay	State Narcotics Fund - Police	Coban Car System Upgrade	\$ 25,220	State Narcotics Fund Reserves	65-5650-42900	\$25,220 is the first phase in the replacement of the Coban Car System in all of the patrol vehicles. It is projected that each year an amount comparable to this year's amount will be budget until all patrol vehicles have been upgraded.
		Total Capital Outlay:	\$ 166,306			

FY2020-2024 Capital Improvement Program

Capital Improvements are expenditures for the construction, purchase, or renovation of City facilities, property, or infrastructure. A Capital Improvement Program is a short-range plan, usually four to ten years, which identifies capital projects, equipment purchases, provides a planning schedule and identifies options for financing the plan.

The City's Capital Improvement Program is presented by providing:

- (1). Capital Improvement Program Summary
- (2). Capital Improvement Program Summary - categorized by source of funds
- (3). Project Listing - categorized by funding source
- (4). Individual (CIP) Project Detail worksheets for each project

(1). Capital Improvement Program Summary

Project Type	2020 Budget	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	2020-2024 Total
Municipal	\$ 2,663,712	\$ 295,348	\$ -	\$ 1,739,112	\$ 91,520	\$ 4,789,692
Streets	905,840	792,000	1,200,000	1,000,000	1,040,000	4,937,840
Drainage	200,000	1,100,000	-	-	-	1,300,000
Parks	2,050,809	-	175,000	-	-	2,225,809
Water	1,082,277	348,056	-	-	-	1,430,333
Wastewater	879,341	5,377,000	8,279,000	11,650,000	11,814,659	38,000,000
Total	\$ 7,781,979	\$ 7,912,404	\$ 9,654,000	\$ 14,389,112	\$ 12,946,179	\$ 52,683,674

Source of Funds	2020 Budget	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	2020-2024 Total
General Revenue	\$ 879,309	\$ -	\$ -	\$ -	\$ -	\$ 879,309
CO'S	935,887	3,543,904	4,666,000	6,592,112	2,438,520	18,176,423
Revenue Bonds	-	-	-	-	-	-
Enterprise System Revenues	999,019	14,500	-	-	-	1,013,519
Other Funding Sources	4,967,764	4,354,000	4,988,000	7,797,000	10,507,659	32,614,423
Total	\$ 7,781,979	\$ 7,912,404	\$ 9,654,000	\$ 14,389,112	\$ 12,946,179	\$ 52,683,674

(2). FY2020-2024 Capital Improvement Program
Summary by Source of Funds

Certificates of Obligation

Project Type	2020 Budget	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	2020-2024 Total
Municipal	\$ 211,943	\$ 295,348	\$ -	\$ 1,739,112	\$ 91,520	\$ 2,337,923
Streets	358,000	792,000	1,200,000	1,000,000	1,040,000	4,390,000
Drainage	200,000	1,100,000	-	-	-	1,300,000
Parks	-	-	-	-	-	-
Water	165,944	333,556	-	-	-	499,500
Wastewater	-	1,023,000	3,466,000	3,853,000	1,307,000	9,649,000
CO'S	\$ 935,887	\$ 3,543,904	\$ 4,666,000	\$ 6,592,112	\$ 2,438,520	\$ 18,176,423

Enterprise System Revenues

Project Type	2020 Budget	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	2020-2024 Total
Municipal	82,686	-	\$ -	\$ -	\$ -	\$ 82,686
Water	916,333	14,500	-	-	-	930,833
Wastewater	-	-	-	-	-	-
Enterprise System Revenues	\$ 999,019	\$ 14,500	\$ -	\$ -	\$ -	\$ 1,013,519

General Revenue

Project Type	2020 Budget	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	2020-2024 Total
Municipal	\$ 331,469	\$ -	\$ -	\$ -	\$ -	\$ 331,469
Streets	547,840	-	-	-	-	547,840
Drainage	-	-	-	-	-	-
Parks	-	-	-	-	-	-
General Revenue	\$ 879,309	\$ -	\$ -	\$ -	\$ -	\$ 879,309

Other Funding Sources

Project Type	2020 Budget	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	2020-2024 Total
Municipal	\$ 2,037,614	\$ -	\$ -	\$ -	\$ -	\$ 2,037,614
Streets	-	-	-	-	-	-
Drainage	-	-	-	-	-	-
Parks	2,050,809	-	175,000	-	-	2,225,809
Water	-	-	-	-	-	-
Wastewater	879,341	4,354,000	4,813,000	7,797,000	10,507,659	28,351,000
Other Funding Sources	\$ 4,967,764	\$ 4,354,000	\$ 4,988,000	\$ 7,797,000	\$ 10,507,659	\$ 32,614,423

(3). FY2020-2024 Capital Improvement Program
Project Listing By Funding Source

General Revenue

Project#	Project Name	2020 Budget	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	2020-2024 Total
MU2002	Fueling Station - Above Ground	40,000	-	-	-	-	40,000
MU2003	Police Department Renovation	59,000	-	-	-	-	59,000
MU2004	Fire Station #2	232,469	-	-	-	-	232,469
ST2001	Street Rehabilitation - Magnolia Lane	547,840	-	-	-	-	547,840
	General Revenue	\$ 879,309	\$ -	\$ -	\$ -	\$ -	\$ 879,309

Certificates of Obligation

Project#	Project Name	2020 Budget	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	2020-2024 Total
MU2001	Wayside Horns - Phase II	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MU2002	Fueling Station - Above Ground	211,943	-	-	-	-	211,943
MU2003	Police Department Renovation	-	295,348	-	1,739,112	91,520	2,125,980
MU2004	Fire Station #2	-	-	-	-	-	-
ST2001	Street Rehabilitation - Magnolia Lane	-	-	-	-	-	-
ST2002	Street Rehabilitation	358,000	792,000	1,200,000	1,000,000	1,040,000	4,390,000
DR2001	WCJC Detention Pond	200,000	1,100,000	-	-	-	1,300,000
PK2001	George Park Entrance & Collins Rd Infr.	-	-	-	-	-	-
PK2002	Farmer's Market Pavillion	-	-	-	-	-	-
WA2001	Elevated Storage Tank (Edgar Phase II)	-	-	-	-	-	-
WA2002	Motor Control Rehabilitation	165,944	333,556	-	-	-	499,500
WW2001	Wastewater Collection Rehabilitation	-	1,023,000	3,466,000	3,853,000	1,307,000	9,649,000
WW2002	Lift Station Rehabilitation	-	-	-	-	-	-
WW2101	Regional Wastewater Plant Upgrades	-	-	-	-	-	-
	CO'S	\$ 935,887	\$ 3,543,904	\$ 4,666,000	\$ 6,592,112	\$ 2,438,520	\$ 18,176,423

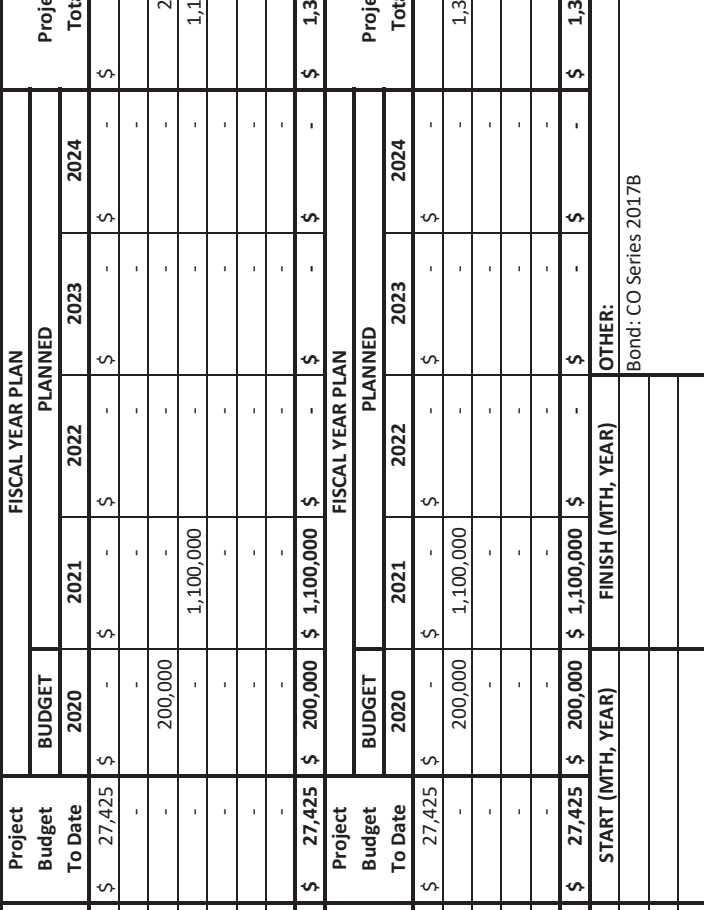
Enterprise System Revenues

Project#	Project Name	2020 Budget	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	2020-2024 Total
MU2002	Fueling Station - Above Ground	\$ 82,686	\$ -	\$ -	\$ -	\$ -	\$ 82,686
WA2001	Elevated Storage Tank (Edgar Phase II)	916,333	-	-	-	-	916,333
WA2002	Motor Control Rehabilitation	-	14,500	-	-	-	14,500
	Enterprise System Revenues	\$ 999,019	\$ 14,500	\$ -	\$ -	\$ -	\$ 1,013,519

Other Funding Sources

Project#	Project Name	2020 Budget	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	2020-2024 Total
MU2001	Wayside Horns - Phase II	\$ 1,100,000	\$ -	\$ -	\$ -	\$ -	\$ 1,100,000
MU2002	Fueling Station - Above Ground	-	-	-	-	-	-
MU2004	Fire Station #2	937,614	-	-	-	-	937,614
PK2001	George Park Entrance & Collins Rd Infr.	2,050,809	-	-	-	-	2,050,809
PK2002	Farmer's Market Pavillion	-	-	175,000	-	-	175,000
WW2001	Wastewater Collection Rehabilitation	44,000	-	-	-	-	44,000
WW2002	Lift Station Rehabilitation	735,341	2,170,000	3,805,000	2,027,000	1,568,659	10,306,000
WW2101	Regional Wastewater Plant Upgrades	100,000	2,184,000	1,008,000	5,770,000	8,939,000	18,001,000
	Other Funding Sources	\$ 4,967,764	\$ 4,354,000	\$ 4,988,000	\$ 7,797,000	\$ 10,507,659	\$ 32,614,423

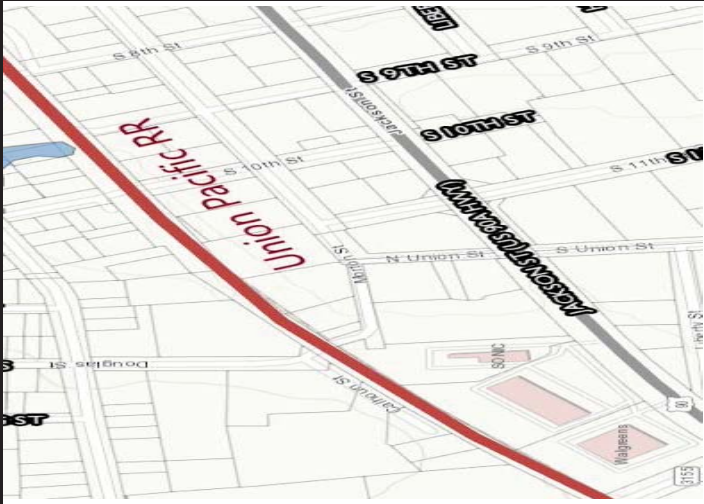
CITY OF RICHMOND											
2020-2024 CAPITAL IMPROVEMENT PROGRAM											
PROJECT NO.	PROJECT TITLE										
DR2001	WCJC Detention Pond										
DESCRIPTION	IMPACT ON OPERATING BUDGET										
The purpose of this project is to provide additional detention volume necessary to mitigate Lamar Drive.	Expenditures	2020	2021	2022	2023	2024					
	Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -					
	Operations & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -					
	Capital	\$ -	\$ -	\$ -	\$ -	\$ -					
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
JUSTIFICATION	This funding will improve drainage along Lamar Drive.										
PROJECT COSTS	Project Budget To Date	FISCAL YEAR PLAN				Project Total					
		BUDGET 2020	2021	2022	2023		2024				
Analysis/Study/Assessment	\$ 27,425	\$ -	\$ -	\$ -	\$ -	\$ 27,425					
Preliminary Engineering Design	-	-	-	-	-	-					
Design	-	-	-	-	-	-					
Construction	-	200,000	-	-	-	200,000					
Land/ROW	-	-	1,100,000	-	-	1,100,000					
Furniture, Fixtures & Equipment	-	-	-	-	-	-					
Contingency	-	-	-	-	-	-					
TOTAL COSTS	\$ 27,425	\$ 200,000	\$ 1,100,000	\$ -	\$ -	\$ 1,327,425					
SOURCE OF FUNDS	Project Budget To Date	FISCAL YEAR PLAN				Project Total					
		BUDGET 2020	2021	2022	2023		2024				
General Revenue	\$ 27,425	\$ -	\$ -	\$ -	\$ -	27,425					
CO'S	-	200,000	1,100,000	-	-	1,300,000					
Revenue Bonds	-	-	-	-	-	-					
Enterprise System Revenues	-	-	-	-	-	-					
Other Funding Sources	-	-	-	-	-	-					
TOTAL SOURCE	\$ 27,425	\$ 200,000	\$ 1,100,000	\$ -	\$ -	\$ 1,327,425					
PROJECT SCHEDULE	START (MTH, YEAR)	FINISH (MTH, YEAR)				OTHER:					
Analysis/Study/Assessment						Bond: CO Series 2017B					
Preliminary Engineering Design											
Design											
Construction	Oct-19	Sep-20									
Land/ROW											
Furniture, Fixtures & Equipment											
TOTAL PROJECT											
						Goal:	Quality Infrastructure				
						Project Manager:	Howard Christian				
						Estimator:					



CITY OF RICHMOND

2020-2024 CAPITAL IMPROVEMENT PROGRAM

PROJECT NO.	PROJECT TITLE	IMPACT ON OPERATING BUDGET					
		2020	2021	2022	2023	2024	
MU2001	Wayside Horns - Phase II						
DESCRIPTION		Design and Construction: Wayside horns are stationary horns installed at railroad crossings that warn motorists of oncoming trains. Wayside horns blow a focused sound pattern aimed towards the direction of oncoming vehicular traffic.					
JUSTIFICATION		Wayside horns improve quality of life by substantially reducing the sounding of traditional train-mounted horns.					
PROJECT COSTS	Project Budget To Date	FISCAL YEAR PLAN				Project Total	
		BUDGET 2020	2021	2022	2023		
Analysis/Study/Assessment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Preliminary Engineering Design	-	-	-	-	-	-	
Design	66,772	-	-	-	-	66,772	
Construction	-	-	-	-	-	1,100,000	
Land/ROW	-	-	-	-	-	-	
Furniture, Fixtures & Equipment	-	-	-	-	-	-	
Contingency	-	-	-	-	-	-	
TOTAL COSTS	\$ 66,772	\$ 1,100,000	\$ -	\$ -	\$ -	\$ 1,166,772	
SOURCE OF FUNDS	Project Budget To Date	FISCAL YEAR PLAN				Project Total	
		BUDGET 2020	2021	2022	2023		
General Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
CO'S	-	-	-	-	-	-	
Revenue Bonds	-	-	-	-	-	-	
Enterprise System Revenues	-	-	-	-	-	-	
Other Funding Sources	66,772	-	-	-	-	1,166,772	
TOTAL SOURCE	\$ 66,772	\$ 1,100,000	\$ -	\$ -	\$ -	\$ 1,166,772	
PROJECT SCHEDULE	START (MTH, YEAR)	FINISH (MTH, YEAR)				OTHER:	
Analysis/Study/Assessment		Development Corporation Funding					
Preliminary Engineering Design	Oct-18						
Design	Oct-19	Sep-19					
Construction	Oct-19	Sep-20					
Land/ROW							
Furniture, Fixtures & Equipment							
TOTAL PROJECT							

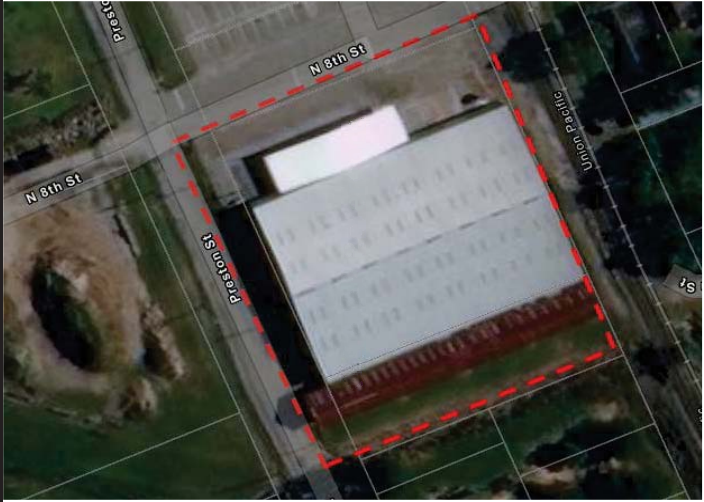


Goal: Quality of Life

Project Manager: Howard Christian

Estimator:

CITY OF RICHMOND																																																																																
2020-2024 CAPITAL IMPROVEMENT PROGRAM																																																																																
PROJECT NO.	PROJECT TITLE	IMPACT ON OPERATING BUDGET																																																																														
MU2002	Fueling Station - Above Ground	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024																																																																					
DESCRIPTION		This project would provide for above ground concrete fuel storage tanks, 6,000 gallons each of diesel and gasoline with a covered canopy and fuel management system. This includes removal and disposal of existing below ground fuel tanks.																																																																														
JUSTIFICATION		Ensure adequate fuel to maintain operations, and provide a City maintained fuel source in the event of a natural disaster.																																																																														
PROJECT COSTS		<table border="1"> <thead> <tr> <th rowspan="2">Project Budget To Date</th> <th colspan="3">BUDGET</th> <th colspan="3">PLANNED</th> <th rowspan="2">Project Total</th> </tr> <tr> <th>2020</th> <th>2021</th> <th>2022</th> <th>2023</th> <th>2024</th> </tr> </thead> <tbody> <tr> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> </tr> <tr> <td>33,600</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>33,600</td> </tr> <tr> <td>-</td> <td>309,629</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>309,629</td> </tr> <tr> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>-</td> <td>25,000</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>25,000</td> </tr> <tr> <td>\$ 33,600</td> <td>\$ 334,629</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> <td>\$ 368,229</td> </tr> </tbody> </table>										Project Budget To Date	BUDGET			PLANNED			Project Total	2020	2021	2022	2023	2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	33,600	-	-	-	-	-	-	33,600	-	309,629	-	-	-	-	-	309,629	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	25,000	-	-	-	-	-	25,000	\$ 33,600	\$ 334,629	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 368,229
Project Budget To Date	BUDGET			PLANNED			Project Total																																																																									
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CITY OF RICHMOND

2020-2024 CAPITAL IMPROVEMENT PROGRAM

PROJECT NO.	PROJECT TITLE	IMPACT ON OPERATING BUDGET																																																																								
MU2003	Police Department Renovation	2020	2021	2022	2023	2024						2023	2024																																																													
DESCRIPTION		This project will result in the renovation and remodeling of the existing Police Department Headquarters. The project is divided into three phases: Connector Lobby, Historic Jail, and Expansion of Building.																																																																								
JUSTIFICATION		The police department lacks space and infrastructure to operate efficiently. This project will result in the expansion and update of the police department facility.																																																																								
PROJECT COSTS		<table border="1"> <thead> <tr> <th rowspan="2">Project Budget To Date</th> <th colspan="2">BUDGET</th> <th colspan="4">FISCAL YEAR PLAN</th> <th rowspan="2">Project Total</th> </tr> <tr> <th>2020</th> <th>2021</th> <th>2022</th> <th>2023</th> <th>2024</th> </tr> </thead> <tbody> <tr> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> </tr> <tr> <td>16,300</td> <td>59,000</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>75,300</td> <td>-</td> </tr> <tr> <td>-</td> <td>-</td> <td>295,348</td> <td>-</td> <td>-</td> <td>-</td> <td>2,125,980</td> <td>-</td> </tr> <tr> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>\$ 16,300</td> <td>\$ 59,000</td> <td>\$ 295,348</td> <td>\$ -</td> <td>\$ 1,739,112</td> <td>\$ 91,520</td> <td>\$ 2,201,280</td> <td>\$ -</td> </tr> </tbody> </table>												Project Budget To Date	BUDGET		FISCAL YEAR PLAN				Project Total	2020	2021	2022	2023	2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	16,300	59,000	-	-	-	-	75,300	-	-	-	295,348	-	-	-	2,125,980	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ 16,300	\$ 59,000	\$ 295,348	\$ -	\$ 1,739,112	\$ 91,520	\$ 2,201,280	\$ -
Project Budget To Date	BUDGET		FISCAL YEAR PLAN				Project Total																																																																			
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SOURCE OF FUNDS		<table border="1"> <thead> <tr> <th rowspan="2">Project Budget To Date</th> <th colspan="2">BUDGET</th> <th colspan="4">FISCAL YEAR PLAN</th> <th rowspan="2">Project Total</th> </tr> <tr> <th>2020</th> <th>2021</th> <th>2022</th> <th>2023</th> <th>2024</th> </tr> </thead> <tbody> <tr> <td>\$ 16,300</td> <td>\$ 59,000</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> <td>75,300</td> <td>-</td> </tr> <tr> <td>-</td> <td>-</td> <td>295,348</td> <td>-</td> <td>-</td> <td>-</td> <td>2,125,980</td> <td>-</td> </tr> <tr> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>\$ 16,300</td> <td>\$ 59,000</td> <td>\$ 295,348</td> <td>\$ -</td> <td>\$ 1,739,112</td> <td>\$ 91,520</td> <td>\$ 2,201,280</td> <td>\$ -</td> </tr> </tbody> </table>												Project Budget To Date	BUDGET		FISCAL YEAR PLAN				Project Total	2020	2021	2022	2023	2024	\$ 16,300	\$ 59,000	\$ -	\$ -	\$ -	\$ -	75,300	-	-	-	295,348	-	-	-	2,125,980	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ 16,300	\$ 59,000	\$ 295,348	\$ -	\$ 1,739,112	\$ 91,520	\$ 2,201,280	\$ -								
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PROJECT SCHEDULE		START (MTH, YEAR)		FINISH (MTH, YEAR)		OTHER:																																																																				
Analysis/Study/Assessment						General revenue will be transferred to the Cash CIP Fund for project management and control.																																																																				
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TOTAL PROJECT																																																																										



Goal: Quality Infrastructure
 Project Manager: Howard Christian
 Estimator:

CITY OF RICHMOND
2020-2024 CAPITAL IMPROVEMENT PROGRAM

PROJECT NO. PK2001		PROJECT TITLE George Park Entrance Upgrade & Collins Road Infrastructure			
DESCRIPTION	IMPACT ON OPERATING BUDGET				
	2020	2021	2022	2023	2024
<p>The purpose of this project is to upgrade the existing entrance with a new rock facade, lighting, an Iron Gate and fencing. Additionally, this project will result in the construction of infrastructure and sides walks on Collins Road.</p>					
JUSTIFICATION					
This project is grant funded.					
PROJECT COSTS		FISCAL YEAR PLAN			Project Total
	Project Budget To Date	BUDGET 2020	2021	2022	
Analysis/Study/Assessment	\$ -	\$ -	\$ -	\$ -	\$ -
Preliminary Engineering Design	-	-	-	-	-
Design	239,191	-	-	-	-
Construction	-	2,050,809	-	-	239,191
Land/ROW	-	-	-	-	2,050,809
Furniture, Fixtures & Equipment	-	-	-	-	-
Contingency	-	-	-	-	-
TOTAL COSTS	\$ 239,191	\$ 2,050,809	\$ -	\$ -	\$ 2,290,000
SOURCE OF FUNDS		FISCAL YEAR PLAN			Project Total
	Project Budget To Date	BUDGET 2020	2021	2022	
General Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
CO'S	-	-	-	-	-
Revenue Bonds	-	-	-	-	-
Enterprise System Revenues	-	-	-	-	-
Other Funding Sources	239,191	2,050,809	-	-	-
TOTAL SOURCE	\$ 239,191	\$ 2,050,809	\$ -	\$ -	\$ 2,290,000
PROJECT SCHEDULE		OTHER:			
Analysis/Study/Assessment	START (MTH, YEAR)	CDBG: \$250,000; Wessendorff Grant			
Preliminary Engineering Design					
Design					
Construction	Oct-19				
Land/ROW	Sep-20				
Furniture, Fixtures & Equipment					
TOTAL PROJECT					



City Goal: Quality of Life
Project Manager: Howard Christian
Estimator:

CITY OF RICHMOND											
2020-2024 CAPITAL IMPROVEMENT PROGRAM											
PROJECT NO.	PROJECT TITLE										
PK2201	Farmer's Market Pavilion										
DESCRIPTION		IMPACT ON OPERATING BUDGET									
The purpose of this project is to construct a pavilion at the corner of Second Street at Preston.		2020	2021	2022	2023	2024					
Expenditures											
Personnel Services		\$ -	\$ -	\$ -	\$ -	\$ -					
Operations & Maintenance		-	-	-	-	-					
Capital		-	-	-	-	-					
TOTAL		\$ -	\$ -	\$ -	\$ -	\$ -					
JUSTIFICATION		This project will provide a covered pavilion to host the farmer's market.									
PROJECT COSTS		FISCAL YEAR PLAN									
	Project Budget To Date	BUDGET 2020	PLANNED				Project Total				
			2021	2022	2023	2024					
Analysis/Study/Assessment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
Preliminary Engineering Design	-	-	-	-	-	-					
Design	-	-	-	-	-	-					
Construction	-	-	175,000	-	-	175,000					
Land/ROW	-	-	-	-	-	-					
Furniture, Fixtures & Equipment	-	-	-	-	-	-					
Contingency	-	-	-	-	-	-					
TOTAL COSTS	\$ -	\$ -	\$ 175,000	\$ -	\$ -	\$ 175,000					
SOURCE OF FUNDS		FISCAL YEAR PLAN									
	Project Budget To Date	BUDGET 2020	PLANNED				Project Total				
			2021	2022	2023	2024					
General Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
CO'S	-	-	-	-	-	-					
Revenue Bonds	-	-	-	-	-	-					
Enterprise System Revenues	-	-	-	-	-	-					
Other Funding Sources	-	-	175,000	-	-	175,000					
TOTAL SOURCE	\$ -	\$ -	\$ 175,000	\$ -	\$ -	\$ 175,000					
PROJECT SCHEDULE		OTHER:									
Analysis/Study/Assessment	START (MTH, YEAR)	Development Corporation									
Preliminary Engineering Design	FINISH (MTH, YEAR)										
Design											
Construction	Oct-19										
Land/ROW	Sep-20										
Furniture, Fixtures & Equipment											
TOTAL PROJECT											
		City Goal: Quality of Life									
		Project Manager: Howard Christian									
		Estimator:									



CITY OF RICHMOND

2020-2024 CAPITAL IMPROVEMENT PROGRAM

PROJECT NO.		PROJECT TITLE		IMPACT ON OPERATING BUDGET										
ST2001		Street Rehabilitation - Magnolia Lane		2020	2021	2022	2023	2024						
DESCRIPTION														
This project will result in the reconstruction of Magnolia Lane to include new concrete, curb and gutter, as well as upgrades to storm sewer, and new sidewalks.														
JUSTIFICATION														
This project was identified as a need in the City's street assessment program.														
				FISCAL YEAR PLAN										
PROJECT COSTS	Project Budget To Date	BUDGET	2020	PLANNED			2023	2024	Project Total					
				2021	2022	2023				2024	2020	2021	2022	2023
Analysis/Study/Assessment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
Preliminary Engineering Design	-	-	-	-	-	-	-	-	-					
Design	56,050	-	-	-	-	-	-	-	56,050					
Construction	-	547,840	-	-	-	-	-	-	547,840					
Land/ROW	-	-	-	-	-	-	-	-	-					
Furniture, Fixtures & Equipment	-	-	-	-	-	-	-	-	-					
Contingency	-	-	-	-	-	-	-	-	-					
TOTAL COSTS	\$ 56,050	\$ 547,840	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 603,890					
				FISCAL YEAR PLAN										
SOURCE OF FUNDS	Project Budget To Date	BUDGET	2020	PLANNED			2023	2024	Project Total					
				2021	2022	2023				2024	2020	2021	2022	2023
General Revenue	\$ 56,050	\$ 547,840	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	603,890					
CO'S	-	-	-	-	-	-	-	-	-					
Revenue Bonds	-	-	-	-	-	-	-	-	-					
Enterprise System Revenues	-	-	-	-	-	-	-	-	-					
Other Funding Sources	-	-	-	-	-	-	-	-	-					
TOTAL SOURCE	\$ 56,050	\$ 547,840	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 603,890					
PROJECT SCHEDULE				OTHER:										
Analysis/Study/Assessment										General revenue will originate from FY19 savings and FY20 operations. These funds will be transferred to the Cash CIP Fund for project management and control.				
Preliminary Engineering Design														
Design														
Construction														
Land/ROW														
Furniture, Fixtures & Equipment														
TOTAL PROJECT														

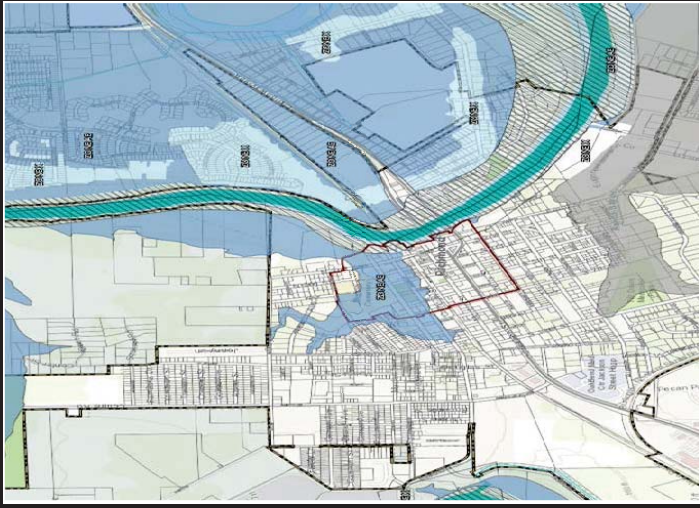


Goal: Quality Infrastructure

Project Manager: Howard Christian

Estimator:

CITY OF RICHMOND 2020-2024 CAPITAL IMPROVEMENT PROGRAM														
PROJECT NO.	PROJECT TITLE	Street Rehabilitation												
DESCRIPTION	This project will result in the reconstruction of new streets throughout the City to include new concrete, curb and gutter, as well as upgrades to storm sewer, and new sidewalks.	IMPACT ON OPERATING BUDGET												
		2020	2021	2022	2023	2024	2020	2021	2022	2023	2024			
JUSTIFICATION		This funding will support the City's street assessment program.												
PROJECT COSTS		BUDGET					PLANNED					Project Total		
		2020	2021	2022	2023	2024	2020	2021	2022	2023	2024			
Analysis/Study/Assessment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Preliminary Engineering Design	-	-	-	-	-	-	-	-	-	-	-	-	-	
Design	-	-	-	-	-	-	-	-	-	-	-	-	-	
Construction	-	358,000	792,000	1,200,000	1,040,000	1,000,000	1,000,000	1,040,000	1,040,000	1,040,000	4,390,000	-	-	
Land/ROW	-	-	-	-	-	-	-	-	-	-	-	-	-	
Furniture, Fixtures & Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	
Contingency	-	-	-	-	-	-	-	-	-	-	-	-	-	
TOTAL COSTS	\$ -	\$ 358,000	\$ 792,000	\$ 1,200,000	\$ 1,040,000	\$ 1,000,000	\$ 1,000,000	\$ 1,040,000	\$ 1,040,000	\$ 1,040,000	\$ 4,390,000	\$ -	\$ -	
SOURCE OF FUNDS		BUDGET					PLANNED					Project Total		
		2020	2021	2022	2023	2024	2020	2021	2022	2023	2024			
General Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
CO'S	-	358,000	792,000	1,200,000	1,040,000	1,000,000	1,000,000	1,040,000	1,040,000	1,040,000	4,390,000	-	-	
Revenue Bonds	-	-	-	-	-	-	-	-	-	-	-	-	-	
Enterprise System Revenues	-	-	-	-	-	-	-	-	-	-	-	-	-	
Other Funding Sources	-	-	-	-	-	-	-	-	-	-	-	-	-	
TOTAL SOURCE	\$ -	\$ 358,000	\$ 792,000	\$ 1,200,000	\$ 1,040,000	\$ 1,000,000	\$ 1,000,000	\$ 1,040,000	\$ 1,040,000	\$ 1,040,000	\$ 4,390,000	\$ -	\$ -	
PROJECT SCHEDULE		START (MTH, YEAR)					FINISH (MTH, YEAR)					OTHER:		
Analysis/Study/Assessment												CO's Series 2016B		
Preliminary Engineering Design														
Design														
Construction		Oct-19					Sep-20							
Land/ROW														
Furniture, Fixtures & Equipment														
TOTAL PROJECT														
											Goal:		Quality Infrastructure	
											Project Manager:		Howard Christian	
											Estimator:			



CITY OF RICHMOND

2020-2024 CAPITAL IMPROVEMENT PROGRAM

PROJECT NO.	PROJECT TITLE	IMPACT ON OPERATING BUDGET																	
		2020				2021				2022				2023				2024	
WA2001	Elevated Storage Tank (Edgar Phase II)																		
DESCRIPTION		The purpose of this project is to construct an elevator water storage tank to support increased demand.																	
JUSTIFICATION		This project is part of the Integrated Utility Master Plan.																	
PROJECT COSTS																			
	Analysis/Study/Assessment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Preliminary Engineering Design	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Design	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Construction	1,073,562	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Land/ROW	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Furniture, Fixtures & Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Contingency	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	TOTAL COSTS	\$ 1,073,562	\$ 916,333	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
SOURCE OF FUNDS																			
	General Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	CO'S	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Revenue Bonds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Enterprise System Revenues	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Other Funding Sources	1,073,562	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	TOTAL SOURCE	\$ 1,073,562	\$ 916,333	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
PROJECT SCHEDULE																			
	Analysis/Study/Assessment	Capital Contribution; City Funding																	
	Preliminary Engineering Design																		
	Design																		
	Construction	Oct-19																	
	Land/ROW	Sep-20																	
	Furniture, Fixtures & Equipment																		
	TOTAL PROJECT																		

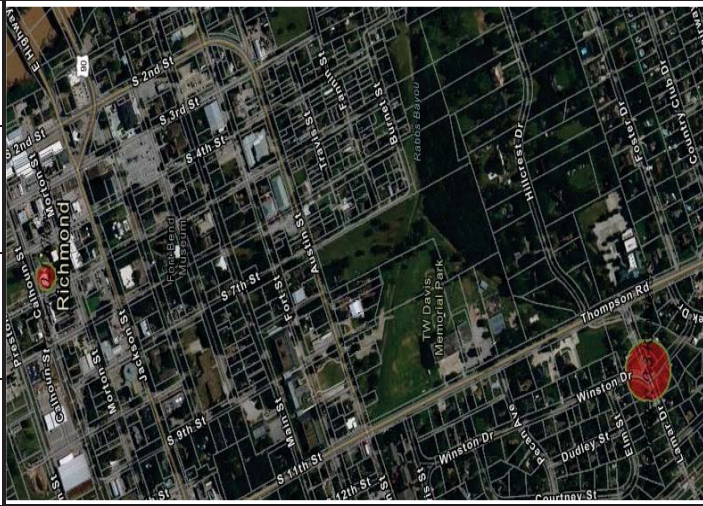


City Goal: Safe & Adequate Water Supply

Project Manager: Howard Christian

Estimator:

CITY OF RICHMOND																																																																					
2020-2024 CAPITAL IMPROVEMENT PROGRAM																																																																					
PROJECT NO.	PROJECT TITLE	IMPACT ON OPERATING BUDGET																																																																			
WA2002	Motor Control Rehabilitation	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024																																																										
DESCRIPTION		The purpose of this project is to replace the existing motor control center at the downtown water plant and the Ransom Road Water plant to current switch gear and controls.																																																																			
JUSTIFICATION		This project is part of the Integrated Utility Master Plan.																																																																			
PROJECT COSTS		<table border="1"> <thead> <tr> <th rowspan="2">Project Budget To Date</th> <th colspan="4">FISCAL YEAR PLAN</th> <th rowspan="2">Project Total</th> </tr> <tr> <th>BUDGET 2020</th> <th>2021</th> <th>2022</th> <th>2023</th> </tr> </thead> <tbody> <tr> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> </tr> <tr> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>-</td> <td>165,944</td> <td>348,056</td> <td>-</td> <td>-</td> <td>514,000</td> </tr> <tr> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>\$ -</td> <td>\$ 165,944</td> <td>\$ 348,056</td> <td>\$ -</td> <td>\$ -</td> <td>\$ 514,000</td> </tr> </tbody> </table>										Project Budget To Date	FISCAL YEAR PLAN				Project Total	BUDGET 2020	2021	2022	2023	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	-	-	-	-	-	-	-	-	-	-	-	165,944	348,056	-	-	514,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ -	\$ 165,944	\$ 348,056	\$ -	\$ -	\$ 514,000
Project Budget To Date	FISCAL YEAR PLAN				Project Total																																																																
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EXPENDITURES		2020	2021	2022	2023	2024																																																															
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																																																															
Operations & Maintenance	-	-	-	-	-	-																																																															
Capital	-	-	-	-	-	-																																																															
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																																																															



City Goal: Safe & Adequate Water Supply

Project Manager: Howard Christian

Estimator:

**CITY OF RICHMOND
2020-2024 CAPITAL IMPROVEMENT PROGRAM**

PROJECT NO.	PROJECT TITLE	IMPACT ON OPERATING BUDGET																																																																
		2020	2021	2022	2023	2024																																																												
WW2001	Wastewater Collection Rehabilitation																																																																	
DESCRIPTION		Expenditures Personnel Services \$ - \$ - \$ - \$ - \$ - Operations & Maintenance - - - - - Capital - - - - - TOTAL \$ - \$ - \$ - \$ - \$ -																																																																
JUSTIFICATION		The purpose of this project is to replace existing sewer collection system piping that is beyond its useful life by open cut, pipe bursting, slip lining or directional drilling. During the assessment phase, collection system replacement will be prioritized. This project is part of the Integrated Utility Master Plan.																																																																
PROJECT COSTS		<table border="1"> <thead> <tr> <th rowspan="2">Project Budget To Date</th> <th rowspan="2">BUDGET 2020</th> <th colspan="4">FISCAL YEAR PLAN PLANNED</th> <th rowspan="2">Project Total</th> </tr> <tr> <th>2021</th> <th>2022</th> <th>2023</th> <th>2024</th> </tr> </thead> <tbody> <tr> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> </tr> <tr> <td>-</td> <td>44,000</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>44,000</td> </tr> <tr> <td>-</td> <td>-</td> <td>1,023,000</td> <td>3,466,000</td> <td>3,853,000</td> <td>1,307,000</td> <td>9,649,000</td> </tr> <tr> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>TOTAL COSTS</td> <td>\$ 44,000</td> <td>\$ 1,023,000</td> <td>\$ 3,466,000</td> <td>\$ 3,853,000</td> <td>\$ 1,307,000</td> <td>\$ 9,693,000</td> </tr> </tbody> </table>					Project Budget To Date	BUDGET 2020	FISCAL YEAR PLAN PLANNED				Project Total	2021	2022	2023	2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	44,000	-	-	-	-	44,000	-	-	1,023,000	3,466,000	3,853,000	1,307,000	9,649,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	TOTAL COSTS	\$ 44,000	\$ 1,023,000	\$ 3,466,000	\$ 3,853,000	\$ 1,307,000	\$ 9,693,000
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City Goal: Public Health & Environmental Safety
 Project Manager: Howard Christian
 Estimator:

CITY OF RICHMOND										
2020-2024 CAPITAL IMPROVEMENT PROGRAM										
PROJECT NO.	PROJECT TITLE									
WW2002	Lift Station Rehabilitation									
DESCRIPTION										
The purpose of this project is to rehabilitate wastewater lift stations. Typical lift station rehabilitation is every 25 years and includes recoating the wet well, new pumps and controls, new pump riser pipes, and new electrical service.										
JUSTIFICATION										
Timely routine lift station rehabilitation is essential to keeping wastewater flowing efficiently to the wastewater treatment plant.										
		FISCAL YEAR PLAN				IMPACT ON OPERATING BUDGET				
PROJECT COSTS	Project Budget To Date	BUDGET	PLANNED		2020	2021	2022	2023	2024	Project Total
			2020	2021						
Analysis/Study/Assessment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Preliminary Engineering Design	-	-	-	-	-	-	-	-	-	-
Design	-	-	-	-	-	-	-	-	-	-
Construction	-	735,341	2,170,000	3,805,000	2,027,000	1,568,659	-	-	-	10,306,000
Land/ROW	-	-	-	-	-	-	-	-	-	-
Furniture, Fixtures & Equipment	-	-	-	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	\$ -	\$ 735,341	\$ 2,170,000	\$ 3,805,000	\$ 2,027,000	\$ 1,568,659	\$ 10,306,000	\$ -	\$ -	\$ -
		FISCAL YEAR PLAN				IMPACT ON OPERATING BUDGET				
SOURCE OF FUNDS	Project Budget To Date	BUDGET	PLANNED		2020	2021	2022	2023	2024	Project Total
			2020	2021						
General Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CO'S	-	-	-	-	-	-	-	-	-	-
Revenue Bonds	-	-	-	-	-	-	-	-	-	-
Enterprise System Revenues	-	-	-	-	-	-	-	-	-	-
Other Funding Sources	-	735,341	2,170,000	3,805,000	2,027,000	1,568,659	-	-	-	10,306,000
TOTAL SOURCE	\$ -	\$ 735,341	\$ 2,170,000	\$ 3,805,000	\$ 2,027,000	\$ 1,568,659	\$ 10,306,000	\$ -	\$ -	\$ -
PROJECT SCHEDULE		START (MTH, YEAR)		FINISH (MTH, YEAR)		OTHER:				
Analysis/Study/Assessment						Year 1: Impact Fee Fund, Years 2-6 Future Bond				
Preliminary Engineering Design						Sales				
Design										
Construction		Oct-19		Sep-20						
Land/ROW										
Furniture, Fixtures & Equipment										
TOTAL PROJECT										



City Goal: Public Health & Environmental Safety
 Project Manager: Howard Christian
 Estimator:

**CITY OF RICHMOND
2020-2024 CAPITAL IMPROVEMENT PROGRAM**

PROJECT NO.	PROJECT TITLE	IMPACT ON OPERATING BUDGET									
		2020	2021	2022	2023	2024					
WW2003	Regional Wastewater Plant Upgrades (East Wastewater Plant Upgrades)										
DESCRIPTION		The purpose of this project is to evaluate the cost and needs for the following: GST for reuse and piping configurations, redundant sludge press, checking the foundation of the Control building, non-operational odor control system and reuse system, repainting masonry building and return									
JUSTIFICATION		This project is needed as part of the City's Utility master plan, and is necessary to accommodate continued development within the City and the ETJ.									
PROJECT COSTS	Project Budget To Date	BUDGET				PLANNED				Project Total	
		2020	2021	2022	2023	2024					
Analysis/Study/Assessment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Preliminary Engineering Design	-	-	-	-	-	-	-	-	-	-	
Design	-	100,000	2,184,000	1,008,000	5,770,000	8,939,000	18,001,000				
Construction	-	-	-	-	-	-	-	-	-	-	
Land/ROW	-	-	-	-	-	-	-	-	-	-	
Furniture, Fixtures & Equipment	-	-	-	-	-	-	-	-	-	-	
Contingency	-	-	-	-	-	-	-	-	-	-	
TOTAL COSTS	\$ -	\$ 100,000	\$ 2,184,000	\$ 1,008,000	\$ 5,770,000	\$ 8,939,000	\$ 18,001,000				
SOURCE OF FUNDS	Project Budget To Date	BUDGET				PLANNED				Project Total	
		2020	2021	2022	2023	2024					
General Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
CO'S	-	-	-	-	-	-	-	-	-	-	
Revenue Bonds	-	-	-	-	-	-	-	-	-	-	
Enterprise System Revenues	-	-	-	-	-	-	-	-	-	-	
Other Funding Sources	-	100,000	2,184,000	1,008,000	5,770,000	8,939,000	18,001,000				
TOTAL SOURCE	\$ -	\$ 100,000	\$ 2,184,000	\$ 1,008,000	\$ 5,770,000	\$ 8,939,000	\$ 18,001,000				
PROJECT SCHEDULE		START (MTH, YEAR)		FINISH (MTH, YEAR)		OTHER:					
Analysis/Study/Assessment										Land Planning: Impact Fees. Construction: Future	
Preliminary Engineering Design										GO Bond Election	
Design											
Construction		Oct-20									
Land/ROW				Sep-21							
Furniture, Fixtures & Equipment											
TOTAL PROJECT											



City Goal: Public Health & Environmental Safety
 Project Manager: Howard Christian
 Estimator:



RICHMOND
EST. **TEXAS** 1837



Supplemental Information



The Supplemental Information Section contains statistical and supplemental data that describes our organization, the community, population and history of the City of Richmond.

CITY OF RICHMOND FACTS

Total Population by year

2000	11,004
2010	11,505
2019	12,391

Average Household Size by year

2000	3.21
2010	2.96
2019	2.99

Housing Unit Summary by year

2000 - Housing Units	
Owner Occupied	53.8%
Renter Occupied	41.3%
Vacant	4.9%
2010 - Housing Units	
Owner Occupied	52.2%
Renter Occupied	40.3%
Vacant	7.5%
2019 - Housing Units	
Owner Occupied	54.5%
Renter Occupied	39.6%
Vacant	6.0%

Median Household Income

2019	\$48,666
------	----------

Median Home Value

2019	\$187,654
------	-----------

Per Capita Income

2019	\$28,672
------	----------

Median Age

2010	31.9
2019	33.3

2019 Households by Income

Household Income Base	3,935
<\$15,000	12.9%
\$15,000 - \$24,999	12.7%
\$25,000 - \$34,999	11.6%
\$35,000 - \$49,999	13.7%
\$50,000 - \$74,999	19.5%
\$75,000 - 99,999	7.0%
\$100,000 - \$149,999	15.4%
\$150,000 - \$199,999	4.1%
\$200,000+	3.2%
Average Household Income	\$66,610

2019 Population by Age

Total	12,391
0 - 4	7.9%
5 - 9	7.6%
10 - 14	7.2%
15 - 24	13.6%
25 - 34	16.5%
35 - 44	13.0%
45 - 54	11.0%
55 - 64	10.6%
65 - 74	7.5%
75 - 84	3.6%
85 +	1.5%
18+	73.1%

2019 Population by Sex

Males	6,263
Females	6,127

2019 Population by Race/Ethnicity

Total	12,391
White Alone	54.4%
Black Alone	19.2%
American Indian Alone	0.8%
Asian Alone	4.3%
Pacific Islander Along	0.0%
Some Other Race Alone	18.4%
Two or More Races	2.8%
Hispanic Origin	58.7%
Diversity Index	82.7



Source: Esri Community Profile

CITY OF RICHMOND FACTS

Government

Type: Home Rule
Zoning Regulations: Yes
Planning Commission: Yes
Economic Development Corp. (4B): Yes

Geography

Elevation: 105 Feet
Area: 4.2 Square Miles

Climate

Average Annual Temperature: 71F
Average High Temperature: 81F
Average Low Temperature: 61F
Clear Days/year: 90
Partly Cloudy Days/year: 120
Cloudy Days/year: 155
Average Rainfall: 50.46 inches

Utilities

Water: City of Richmond
Source: Wells, Groundwater
Capacity (MGPD): 7.1
Current Load (MGPD): 3.2
Electricity: Deregulated
Sewer: City of Richmond
Capacity (MGPD): 5.0
Current Load (MGPD): 2.4
Natural Gas: Center Point Energy

Education (Public)

Lamar Consolidated ISD Enrollment: 29,674
Average Student/Teacher ratio: 15.8
Average SAT score: 907
Budget: \$237,669,818
Elementary Schools: 21
Middle Schools: 4
Junior High Schools: 4
Senior High Schools: 4
Special: 6

Education (Private)

Elementary: St. John's Methodist
Holy Rosary Catholic
Calvary Episcopal
Elementary/High: Living Waters Christian

Libraries

George Memorial: 199,291 Volumes

Churches

Catholic: 2
Other: 18

Hospital

Oak Bend Medical Center Beds: 185
Critical Care Unit: Yes
Skilled Nursing Unit: Yes
Emergency Care Center: 3
Outpatient Facility: Yes
Pediatric Unit: Yes
Sleep Disorders Clinic: Yes

Ems

Units: 3
Staff: 18
Average Response Time: 4 minutes
Intermediate Care Facility: 1
Adult Day Care Center: 1
Home Nursing Service: 2
Nursing Homes: 2

Recreation

Parks: 7
Swimming Pools: 1
Tennis Courts: 4
Baseball Fields: 14
State Park (20 miles): 1
Historic Park (8 miles): 1
Golf Courses (10 miles): 3

Historic Points of Interest

Fort Bend Historical Museum
Confederate Museum
Historic County Courthouse
Morton Cemetery
1883 John Moore Home
McFarlane Visitors Center
Jaybird/Woodpecker Memorial



Source: Esri Community profile

City of Richmond, Texas
Principal Property Taxpayers
Current Year and Nine Years Ago

Taxpayer	2019			2010		
	Taxable Assessed Value (1)	Rank	% of Total Assessed Valuation (2)	Taxable Assessed Value (1)	Rank	% of Total Assessed Valuation (2)
Ransom Road Partners LLC	\$ 26,318,820	1	4.7%			
Archer Daniel Midland CO	11,591,480	2	2.1%	\$ 11,410,460	2	2.9%
Wal-Mart Real Estate Business Trust	9,775,460	3	1.8%	11,758,870	1	3.0%
The Fairway at Bellevue LP	9,752,620	4	1.8%			
Wal-Mart Stores Texas LLC	6,981,000	5	1.3%	8,827,170	3	2.2%
Wolverine Mustang LP	6,500,000	6	1.2%			
Houston MOB 3 LLC	6,369,990	7	1.1%			
Riverpointe Hospitality LLC	6,216,170	8	1.1%			
Apex Bank	5,701,069	9	1.0%			
Richmond Self Storage Ltd	5,184,460	10	0.9%			
Matrix Metals LLC				7,018,390	4	1.8%
Hunter, Clayton, LLC				6,280,150	5	1.6%
G&I VI Country Club Place, LP				5,663,340	6	1.4%
Oakbend Hospital Authority				5,473,250	7	1.4%
Golfview Holdings LLC				4,613,300	8	1.2%
CenterPoint Energy Inc				3,749,830	9	0.9%
Wolverine Lamar LP				3,709,000	10	0.9%
	<u>94,391,069</u>		<u>17.0%</u>	<u>68,503,760</u>		<u>17.3%</u>
Other taxpayers	<u>461,905,968</u>		<u>83.0%</u>	<u>327,285,534</u>		<u>82.7%</u>
Total Assessed Valuation	<u>\$ 556,297,037</u>		<u>100.0%</u>	<u>\$ 395,789,294</u>		<u>100.0%</u>

(1) Assessed (taxable) value equals appraised value after exemptions.

(2) See the Schedule of Assessed Value and Estimated Actual Value of Taxable Property for valuation data.

Source: Fort Bend Central Appraisal District

City of Richmond, Texas
Principal Employers
Current Year and Nine Years Ago

Employer	2019		2010	
	Employees	Rank	Employees	Rank
Lamar Consolidated ISD	4,600	1		
Fort Bend County	2,782	2	2,226	1
Richmond State School	1,334	3	1,392	2
Oak Bend Medical Center	1,164	4		
Oak Bend Hospital	1,100	5	475	3
HEB Grocery Company	340	6		
Walmart	316	7	278	4
Access Health	249	8		
City of Richmond	180	9	140	5
Wharton County Junior College	157	10		
T.W. Davis YMCA			100	6
Richmond Post Office			63	7
ADM Cotton Mill			43	8
NEPCO Foundry			26	9
Office Depot			16	10
Total	<u>12,222</u>		<u>4,759</u>	

Source: Development Corporation of Richmond

City of Richmond, Texas
 Operating Indicators By Function
 Last Ten Fiscal Years

Function	2010	2011	2012	2013
Police				
Arrests	745	280	323	467
Accident Reports	237	209	181	197
Citations	3,611	2,705	3,456	3,897
Offense reports	1,413	1,098	973	1,178
Calls for Service	30,078	26,481	20,475	22,268
Fire				
Fires	159	226	162	190
Explosion, Fireworks	-	-	-	-
Rescue / Emergency Medical Incident	1,648	1,484	1,680	1,862
Motor Vehicle Accidents	180	144	167	230
Hazardous Condition, no fire	302	252	219	139
Service Calls	699	515	394	363
Good Intent Calls	149	130	193	172
False Alarm / False Call / Fire Alarms	413	452	404	355
Special Incident Type, City Ordinance Violation	2	1	49	89
Automatic Aid / Mutual Aid Given	149	168	192	177
Automatic Aid / Mutual Aid Received	28	86	61	69
Total Incident Reports	3,729	3,458	3,521	3,646
Fire Marshal				
Fire Safety inspections conducted	328	301	270	200
Fire Safety classes/total audience	71/6468	67/6442	69/6444	77/3629
Fire investigations initiated	26	35	35	36
Building Permits				
Building - total permits issued	1,369	2,508	2,206	2,649
Building - total inspections conducted	2,861	4,018	3,961	5,763
Groundwater				
Total Consumption (millions of gallons)				
Peak daily consumption (millions of gallons)				
Average daily consumption (millions of gallons)				
Sewer				
Average daily sewage treatment (millions of gallons)	1.492	1.415	1.533	1.336
Total Flow (millions of gallons)	546.592	516.391	560.079	487.633
Peak daily Flow (millions of gallons)	2.778	2.717	5.778	3.541

Source: Various City departments

2014	2015	2016	2017	2018	2019
353	589	578	607	666	749
207	207	274	279	266	219
3,922	2,767	2,459	1,526	1,254	1,966
1,167	1,056	1,146	971	1,029	1,104
22,862	23,168	21,583	16,919	17,330	20,248
145	187	188	185	203	203
5	22	5	2	3	2
2,070	2,382	2,709	3,098	3,159	3,198
269	327	328	347	328	323
120	162	150	140	111	133
331	308	274	335	285	272
179	151	221	161	149	181
399	484	430	512	492	565
52	96	149	118	44	55
145	167	200	156	152	170
61	86	54	55	50	50
3,776	4,372	4,708	5,109	4,976	5,152
260	247	160	322	280	180
81/3901	78/3800	45/3884	63/5701	47/3851	35/2803
32	12	23	52	39	15
2,731	2,638	2,264	2,842	2,691	2,414
8,426	9,105	8,505	7,192	6,978	7,505
				605.854	440.732
				3.840	2.135
				1.770	1.900
1.341	1.354	1.504	1.495	1.440	1.408
489.465	494.192	577.946	547.335	439.501	386.005
3.908	6.102	6.122	6.262	4.371	5.239

City of Richmond, Texas
 Capital Assets Statistics By Function
 Last Ten Fiscal Years

Function	2010	2011	2012	2013
Public safety				
Police				
Stations	1	1	1	1
Patrol units	27	27	23	23
Fire				
Fire stations	3	3	3	3
Public Works				
Dump trucks	10	9	9	9
Streets (miles)	45	38	38	38
Parks and recreation				
Parks acreage	211	211	211	211
Parks	3	3	3	4
Water and sewer				
Water mains (miles)	50	53	53	54
Fire hydrants	283	286	290	290
Maximum daily capacity (millions of gallons)	3.167	7.171	7	7.171
Sanitary sewers (miles)	44	44	44	44
Storm sewers (miles)	12	12	12	12
Maximum daily treatment capacity (millions of gallons)	3.000	3.000	3.000	3.000

Source: Various City departments

Note: No capital asset indicators are available for the general government function

<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
1	1	1	1	1	1
23	23	25	28	29	29
3	3	3	3	3	3
9	9	8	8	8	8
38	38	38	38	38	41
211	211	211	224	224	224
4	4	5	6	6	6
54	54	54	56	56	97
290	290	290	290	290	290
7.171	7.171	7.171	11.601	11.601	11.601
44	44	44	54	54	107
12	12	12	12	12	51
3.000	3.000	3.000	3.000	3.000	3.000



ORDINANCE NO. 2019-40

AN ORDINANCE OF THE CITY OF RICHMOND, TEXAS, RATIFYING THE PROPERTY TAX REFLECTED IN THE 2019-2020 FISCAL YEAR BUDGET FOR THE CITY OF RICHMOND; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the budget for the City of Richmond, Texas, for the fiscal year beginning October 1, 2019 and ending September 30, 2020 and adopted by Ordinance No. 2019-42 will raise more revenue from property taxes than in the budget for the City of Richmond, Texas, for the fiscal year beginning October 1, 2018 and ending September 30, 2019; and

WHEREAS, Section 102.007(c) of the Texas Local Government Code requires the City Commission to take a separate vote to ratify the property tax increase reflected in the 2019-2020 fiscal year budget if it will require raising more revenue from property taxes than was required by the preceding year's budget; Now, Therefore,

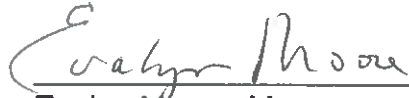
BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF RICHMOND, TEXAS:

Section 1. The findings set forth in the preamble of this Ordinance are found to be true and correct and are incorporated by reference into the body of this Ordinance as if fully set forth herein.

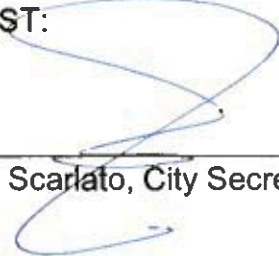
Section 2. The City Commission ratifies the property tax reflected in the budget for the City of Richmond for the fiscal year beginning October 1, 2019 and ending September 30, 2020. This budget will raise more revenue from property taxes than last year's budget by an amount of \$265,508 which is a 7.48 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$54,704. The total tax rate is \$0.699900 unchanged from last year's tax rate of \$0.699900 per \$100 of taxable value.

Section 3. *Effective date.* This ordinance shall be effective from and after its approval and adoption.


PASSED AND APPROVED on this the 16th day of September, 2019.



Evalyn Moore, Mayor

ATTEST:


Laura Scarlato, City Secretary

APPROVED AS TO FORM:


Gary W. Smith, City Attorney

Record Vote:	For	Against
Commissioner Gaul:	<u>X</u>	_____
Commissioner Beard:	<u>X</u>	_____
Commissioner Drozd	<u>X</u>	_____
Commissioner BeMent	<u>X</u>	_____
Mayor Moore	<u>X</u>	_____



ORDINANCE NO. 2019-41

AN ORDINANCE OF THE CITY OF RICHMOND, TEXAS, LEVYING A PROPERTY TAX RATE FOR THE YEAR 2019; AND DIRECTING THE TAX ASSESSOR-COLLECTOR TO ASSESS, ACCOUNT FOR, AND DISTRIBUTE THE PROPERTY TAXES AS HEREIN LEVIED.

WHEREAS, the Texas Code requires by:

- 1) Section 26.05 (a) of the Tax Code: taxing authorities to adopt a property tax rate before the later of September 30 of each year or the 60th day after the date of receipt of the certified appraisal roll; and
- 2) Section 26.05 (a) of the Tax Code: the property tax rate be approved separately in two components: (1) Maintenance and Operations; and (2) Debt Service; and
- 3) Section 26.05 (b) of the Tax Code: that the vote on the ordinance setting a tax rate that exceeds the effective tax rate must be a record vote; and
- 4) Section 26.05 (b) of the Tax Code: that a motion to adopt an ordinance setting a tax rate that exceeds the effective tax rate must be made in the following form:

"I move that the property tax rate be increased with the adoption of a tax rate of \$0.699900, which is effectively a 6.48 percent increase in the tax rate"; and

- 5) Section 26.05 (b) of the Tax Code further requires that if the ordinance sets a tax rate that, if applied to the total taxable value, will impose an amount of taxes to fund maintenance and operation expenditures of the taxing unit that exceeds the amount of taxes imposed for that purpose in the preceding year, the taxing unit must include in the ordinance in type larger than the type used in any other portion of the ordinance the following statement:

"THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE"; **NOW, THEREFORE,**

BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF RICHMOND, TEXAS:

Section 1. That the property tax rate per \$100.00 valuation for the City of Richmond for tax year 2019 is adopted as follows:

Maintenance and Operations	\$0.525392
Debt Service	\$0.174508
Tax Rate	\$0.699900

Section 2. THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.

Section 3. The proposed maintenance & operations tax rate does not exceed the effective maintenance & operations tax rate of \$0.789646

Section 4. The tax assessor/collector is hereby authorized to assess and collect the taxes of the City employing the above tax rate.


Section 5. Severability. In the event any section, paragraph, subdivision, clause, phrase, provision, sentence or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional,; and the City Commission of the City of Richmond, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, or whether there be one or more parts.

Section 6. Effective date. This ordinance shall be effective from and after its approval and adoption.

Section 7. That the record vote of the City Commission adopting this ordinance is:

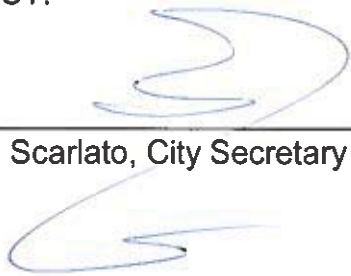
Record Vote:	For	Against
Commissioner Gaul:	<u> X </u>	<u> </u>
Commissioner Beard:	<u> X </u>	<u> </u>
Commissioner Drozd	<u> X </u>	<u> </u>
Commissioner BeMent	<u> X </u>	<u> </u>
Mayor Moore	<u> X </u>	<u> </u>

PASSED AND APPROVED on this the 16th day of September, 2019.



Evalyn Moore, Mayor

ATTEST:



Laura Scarlato, City Secretary

APPROVED AS TO FORM:



Gary W. Smith, City Attorney



ORDINANCE NO. 2019-42

AN ORDINANCE OF THE CITY OF RICHMOND, TEXAS MAKING APPROPRIATIONS FOR THE SUPPORT OF THE CITY OF RICHMOND FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2019 AND ENDING SEPTEMBER 30, 2020, AND ADOPTING THE ANNUAL BUDGET OF THE CITY OF RICHMOND FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2019 AND ENDING SEPTEMBER 30, 2020; PROVIDING FOR THE INTER-DEPARTMENT AND FUND TRANSFERS; AUTHORIZING THE MAYOR AND CITY MANAGER TO SIGN DOCUMENTS AND DECLARING AN EFFECTIVE DATE

WHEREAS, section 7 of the City Charter requires that the:

- 1) City Manager of the City of Richmond, Texas file with the City Secretary the proposed budget for the ensuing fiscal year prior to August 15th
- 2) Proposed budget contain a message from the City Manager explaining the budget in fiscal terms and work programs
- 3) Proposed budget contains financial policies and describes important features of the budget, indicates any major changes from the current year in financial policies, expenditures and revenues together with the reasons for such changes, summarize the City's debt position and include such other material as the City Manager deems desirable
- 4) Notices of the public hearings on the proposed budget for the City of Richmond, Texas, for fiscal year 2020 were heretofore published and posted at least ten (10) days in advance of said public hearing in accordance with the law and such other notice was given in accordance with all applicable laws
- 5) Proposed budget has attached to it a five (5) year capital program

WHEREAS, Chapter 102 of the Texas Local Government Code requires that the:

- 1) City manager file the proposed budget with the city secretary before the 30th day before the date the city commission makes its tax levy for the fiscal year; and
- 2) City Commission hold a public hearing on the proposed budget at least fifteen days after the date the budget is filed with the city secretary but before the date the city commission makes its tax levy, notice of which hearing is to be published as required by law; and

WHEREAS, all the requirements of the City's Charter and State law have or will be met upon passage of this ordinance; NOW, THEREFORE,

BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF RICHMOND, TEXAS:

Section 1. The findings set forth in the preamble of this Ordinance are found to be true and correct and are incorporated by reference into the body of this Ordinance as if fully set forth herein.

Section 2. That the budget of the City of Richmond, Texas, for the fiscal year beginning October 1, 2019, and ending September 30, 2020, as shown in attached Exhibit A, is adopted and the amounts specified therein for the programs, services, and activities of the City's various departments are appropriated as shown therein.

Section 3. That the Capital Improvements Program 2020 - 2024, as set forth in Exhibit B, is adopted.

Section 4. That the budget as approved be filed with the City Secretary who in turn is authorized and directed to comply with all filing, publication and other requirements set forth in the City Charter and Chapter 102, Texas Local Government Code, including filing copies of this ordinance and the budget with the County Clerk of Fort Bend County, Texas, and including posting the cover page, record vote, property tax rates and such other information on the City's website as may be legally required.

Section 5. The City Manager or designee is hereby authorized to make inter-department and fund transfers during the fiscal year as become necessary.

Section 6. The City Commission hereby authorizes the Mayor and the City Manager to sign documents authorizing the payment of funds and to make public expenditures that have been expressly approved and appropriated in this budget.


Section 7. Effective date. This ordinance shall be effective from and after its approval and adoption.

PASSED AND APPROVED on this the 16th day of September, 2019.



Evalyn Moore, Mayor

ATTEST:



Laura Scarlato, City Secretary

APPROVED AS TO FORM:



Gary W. Smith, City Attorney

Record Vote:	For	Against
Commissioner Gaul:	<u> X </u>	_____
Commissioner Beard:	<u> X </u>	_____
Commissioner Drozd	<u> X </u>	_____
Commissioner BeMent	<u> X </u>	_____
Mayor Moore	<u> X </u>	_____

Attachments: Exhibit A – Fiscal Year 2020 Budget

Exhibit B – Fiscal Years 2020 - 2024 Capital Improvements Program

Acronyms

A

ACM: Assistant City Manger
ADA: Americans with Disability Act
AED: Automatic External Defibrillator
AFG: Assistance to Firefighters Grant
ARB: Appraisal Review Board

B

B & B: Bed and Breakfast
BAN: Bond Anticipation Note

C

CAFR: Comprehensive Annual Financial Report
CD: Certificate of Deposit
CDBG: Community Development Block Grant
CDL: Commercial Driving License
CID: Criminal Investigative Division
CIP: Capital Improvement Plan
CJD: Criminal Justice Division
COG: Council of Governments
CPAC: Comprehensive Planning Advisory
CPI: Consumer Price Index

D

DCR: Development Corporation of Richmond
DPSI: Downtown Public Spaces Improvement

E

ED: Economic Development
EMC: Emergency Management Coordinator
EMS: Emergency Medical Supply
EMT: Emergency Medical Technician
EOC: Emergency Operations Center
ETJ: Extra-territorial Jurisdiction
ETR: Effective Tax Rate

F

FBC: Fort Bend County
FEMA: Federal Emergency Management Agency
FLSA: Fair Labor Standards Act
FTE: Full Time Equivalent
FY: Fiscal Year

G

GAAP: Generally Accepted Accounting Principles
GASB: Governmental Accounting Standards Board
GFOA: Government Finance Officers Association
GIS: Geographical Information Systems
G/L: General Ledger
GO: Certificate of General Obligation
GPS: Global Positioning System
GRP: Groundwater Reduction Plan

H

HGAC: Houston Greater Area Council
HOA: Homeowner's Association

I

I & S: Interest and Sinking
IT: Information Technology
ISO: Insurance Service Office

L

LCISD: Lamar Consolidated Independent School District
LOGIC: Local Government Investment Cooperative

M

M & O: Maintenance and Operations
MGD: Million Gallons per Day
MPA: Master of Public Administration
MUD: Municipal Utility District

N

NIBRS: National Incident-Based Reporting System
NIMS: National Incident Management System

O

OJP: Office of Justice Program
OPEB: Other Postemployment Benefits

P

PILOT: Payment in Lieu of Taxes
PM: Preventative Maintenance
PPC: Public Protection Classification
PPV: Police Pursuit Vehicle

S

SAFER: Staffing for Adequate Fire Emergency Response
SCBA: Self Contained Breathing Apparatus
SHSP: State Homeland Security Program
SQL: Structured Query Language
SSO: Sanitary Sewer Overflow

T

TBD: To Be Determined
TCEQ: Texas Department on Environmental Quality
TCLEOSE: Texas Commission on Law Enforcement
Standards and Education
TEXPOOL: Texas Local Government Investment Pool
TML: Texas Municipal League
TMRS: Texas Municipal Retirement System
TxDOT: Texas Department of Transportation

W

WFBMD: West Fort Bend Management District
W/S: Water and Sewer
WW: Wastewater
WWTP: Wastewater Treatment Plant

Glossary

Account Number

A set of accounts used in the general ledger by the City to indicate the fund, department, activity and object code.

Accounting System

The methods and records established to identify, assemble, analyze, classify, record, and report the City's transactions and to maintain accountability for the related assets and liabilities.

Accounts Payable

A short-term (one year or less) liability reflecting amounts owed for goods and Services received by the City. and liabilities.

Accounts Receivable

An asset reflecting amounts due from other persons or organizations for goods and services furnished by the City.

Accrual Basis of Accounting (Full)

A basis of accounting in which revenues and expenses are recorded at the time they occur, rather than at the time cash is received or paid by the city.

Adopted Budget

The final budget adopted by ordinance by the City Commission.

Ad Valorem Taxes

Commonly referred to as property taxes. The charges levied on all real and certain personal property according to the property's assessed value and the tax rate.

Advanced Refunding Bonds

Bonds issued to refinance an outstanding bond issue before the date the outstanding bonds become due or callable. Proceeds of the advance refunding are deposited in escrow with a fiduciary, invested in U.S. Treasury Bonds or Other authorized securities and used to redeem The underlying bonds at their maturity or call date, to pay interest on the bonds being refunded, or to pay interest on the advance refunding bonds.

Annual Budget

A budget applicable to a single fiscal year.

Appropriated Fund Balance

A portion of existing fund balance that is incorporated into the subsequent year's budget to "balance" expected expenditures in excess of expected revenues.

Appropriation

A sum of money or total of assets devoted to a special purpose.

Arbitrage

In the context of government finance, the reinvestment of the proceeds of tax-exempt securities in materially higher-yielding taxable securities.

Assessed Value/Valuation

A valuation set upon real estate or other property as a basis for levying property taxes. All property values within the City of Richmond are assessed by the Fort Bend County Appraisal District.

Asset

The resources and property of the City that can be used or applied to cover liabilities.

Audit

An examination or verification of the financial accounts and records. The City is required to have an annual audit conducted by qualified certified public accountants.

Balanced Budget

As required by law, revenues and inter-fund Transfers must equal or exceed expenditures for all funds.

Base Budget

The budget needed to maintain the current Operations and service levels of the City.

Basis of Accounting

Timing of recognition for financial reporting purposes (when the effects of transactions or events should be recognized in financial statements).

Bond

A written promise to pay a specified sum of money (called the principal amount) at a specific date or dates in the future (called the maturity dates) carrying interest at a specified rate, usually paid periodically. The difference between a bond and a note is that a bond is issued for a longer period and requires greater legal formality. The most common types of bonds are general obligation and revenue bonds.

Bond Rating

A rating assigned by outside credit rating companies which gives investors an idea of the credit worthiness of the City.

Bonded Debt

The portion of indebtedness represented by outstanding (unpaid) bonds.

Bonds Issued

Bonds sold by the City.

Bonds Payable

The face value of bonds issued and unpaid.

Budget

A plan of financial operation containing an estimate of proposed expenditures for a given period and the proposed means of financing them.

Budget Amendment

A formal legal procedure utilized by the City to revise a budget appropriation during a fiscal year.

Budget Calendar

A schedule containing key dates which the City follows for each stage of the preparation, adoption and administration of the budget.

Budget Message

A general discussion of the proposed budget as presented in writing by the City Manager to the City Commission.

Business-type Activities

One of two classes of activities reported in the government-wide financial statements. Business-type activities are financed in whole or in part by fees charged to external parties for goods or services. These activities usually are reported in enterprise funds.

Capital Assets

Land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period.

Capital Improvements

Expenditures for the construction, purchase, or renovation of City facilities or property.

Capital Improvements Program (CIP)

A plan for capital expenditures and improvements to be incurred each year over a fixed period of years to meet capital needs arising from the long term capital needs.

Capital Outlay

Expenditures resulting in the acquisition of or addition to the City's fixed assets.

Capital Projects Fund

Fund type used to account for financial resources that are restricted, committed, or assigned to expenditure for capital outlays including the acquisition or construction of capital facilities and other capital assets (excluding capital-related outflows financed by proprietary funds or for assets that will be held in trust for individuals, private organizations, or other governments.

Cash Basis of Accounting

A basis of accounting that recognizes transactions or events when related cash amounts are received or disbursed.

Certified Appraisal Tax Roll

The final property appraisal roll, as calculated by the Fort Bend County Central Appraisal District.

Component Unit

legally separate organization that must be included in the financial report of the primary government.

Comprehensive Annual Financial Report (CAFR)

The official annual financial report of a government that encompasses all funds and component units of the government.

Consumer Price Index (CPI)

The measure of price level computed by the Bureau of Labor Statistics on a monthly basis. It is the ratio of the cost of specific consumer items in any one year to the cost of those items in the base year.

Current Taxes

Property taxes that are levied and due within one year.

Debt Service Fund

Governmental fund type used to account for accumulations of resources that are restricted, committed, or assigned to expenditure for principal and interest.

Debt Service Requirements

The amount of money required to pay interest and principal for a specified period on outstanding debt.

Deficit

(1) The excess of the liabilities of a fund over its assets; or (2) The excess of expenditures over revenues during an accounting period or, in case of proprietary funds, the excess of expenses over revenues during an accounting period.

Delinquent Taxes

Property taxes remaining unpaid after the due date. Delinquent taxes incur penalties and interest at rates specified by law.

Department

A functional group of the City with related activities aimed at accomplishing a major City service or program (e.g. the Fire Department).

Depreciation

The prorating of the cost of a fixed asset over the estimated service life of the asset. Each period is charged with a portion of such cost, and through this process, the entire cost of the asset is ultimately charged off as an expense. In governmental accounting, depreciation may be recorded in proprietary funds. Assets in the general governmental funds are expensed entirely when purchased.

Developer Fees

Fees charged to developers to cover, in whole or in part, the anticipated cost of improvements that will be necessary as a result of development.

Distinguished Budget Presentation Award

An award presented annually by the Government Finance Officers Association of the United States and Canada for the City's budget document. In order to receive the award, the City's budget document must meet stringent disclosure requirements, including the budget as a policy document, financial plan, communications device and an operations guide.

Effective Tax Rate

The rate which produces the same effect in terms of the total amount of taxes as compared to the prior year. The computation of the effective rate is governed by the State of Texas.

Encumbrances

Commitments related to unperformed (executory) contracts for goods or services.

Enterprise Fund

Proprietary fund type used to report an activity for which a fee is charged to external users for goods or services.

Equity

The difference between assets and liabilities of the fund.

Expenditures

Under the current financial resources measurement focus, decreases in net financial resources not properly classified as *other financing uses*.

Expense

Charges incurred, whether paid or unpaid, for operation, maintenance, interest, and other charges which are presumed to benefit the current fiscal period.

Extra-Territorial Jurisdiction (ETJ)

The unincorporated area that is contiguous to the corporate boundaries of a City. The ETJ area for the City of Richmond extends one mile from the City's boundaries. Cities have certain powers in their ETJ's to promote and protect the general health, safety, and welfare of persons residing in and adjacent to the City.

Fiduciary Funds

A category of funds used to report assets held in a trustee or agency capacity for others and which therefore cannot be used to support the government's own programs. The fiduciary fund category includes pension (and other employee benefit) trust funds, investment trust funds, private-purpose trust funds, and agency funds.

Final Amended Budget

The original budget adjusted by all reserves, transfers, allocations, supplemental appropriations, and other legally authorized legislative and executive changes applicable to the fiscal year, whenever signed into law or otherwise legally authorized.

Financial Statement

A tabulation of amounts, derived from accounting records and expressed in words and dollars, that displays either (1) the financial position of the reporting unit at the moment in time or (2) inflows and outflows of resources from transactions or other events during a period of time.

Financial Statement Audit

Examination designed to provide independent assurance that the financial statements are fairly presented in conformity with GAAP.

Fiscal Year (FY)

The time period designated by the City signifying the beginning and ending period for recording financial transactions. The City's fiscal year begins each October 1st and ends the following September 30th.

Fixed Assets

Assets of a long-term character which are intended to be held or used, such as land, buildings, machinery, furniture, and equipment.

Franchise Tax

A special privilege granted by a City, permitting the continued use of public property, such as city streets, right-of-ways, usually involving the elements of monopoly and regulation.

Full Faith and Credit

A pledge to the City's taxing power to repay debt obligations. Bonds carrying such pledges are referred to as general obligation bonds or tax supported debt.

Full-time Equivalent (FTE)

A term to indicate the number of annual hours for a position. For example: an employee working 40 hours per week for 52 weeks per year will have 2,080 annual hours. Therefore 2,080 hours will equal one FTE.

Fund

Fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, that are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations restrictions, or limitations.

Fund Balance

Net position of a governmental fund (difference between assets, liabilities, deferred outflows of resources, and deferred inflows of resources).

Fund Classification

One of three categories (governmental, proprietary and fiduciary) used to categorize fund types.

Fund Type

One of eleven categories into which all individual funds can be categorized. Governmental fund types include the general fund, special revenue funds, debt service funds, capital project funds, and permanent funds. Proprietary fund types include enterprise funds and internal service funds. Fiduciary fund types include pension (and other employee benefit) trust funds, investment trust funds, private-purpose trust funds, and agency funds.

General Fund

One of five governmental fund types. The general fund typically serves as the chief operating fund of a government. The general fund is used to account for all financial resources not accounted for in some other fund.

General Ledger

A record containing the accounts needed to reflect the financial position and the results of operations of an entity.

General Obligation Bonds

Bonds backed by the full faith and credit of the City. See *Full Faith and Credit*.

Generally Accepted Accounting Principals (GAAP)

Conventions, rules, and procedures that serve as the norm for the fair presentation of financial statements.

Geographic Information Systems (GIS)

A computer system that is capable of capturing, storing, analyzing, and displaying geographically referenced information; that is identified according to location.

Government Finance Officers Association

The association of public finance professionals who sponsors the Distinguished Budget Presentation award Program and the Certificate of Achievement for Excellence in Financial Reporting Program.

Governmental Accounting, Auditing, and Financial Reporting (GAAFR)

A publication of the Government Finance Officers Association. It is also known as the "Blue Book".

Governmental Accounting Standards Board (GASB)

The authoritative accounting and financial reporting standard-setting body for governmental entities.

Governmental Funds

Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital projects funds, and permanent funds.

Groundwater Reduction Plan (GRP)

A plan mandated by the Fort Bend Subsidence District to convert from well water to surface water.

Hotel/Motel Occupancy Tax

A tax levied upon the cost of occupancy of any Room or space furnished by any hotel or other Lodgings. Revenue received is earmarked for Local tourism.

Impact Fees

Fees charged to developers to cover, in whole or in part, the anticipated cost of improvements that will be necessary as a result of the development.

Independent Auditor's Report

Formal written communication of the results of an audit. In a financial statement audit, the independent auditor's report typically will offer (or disclaim) an opinion on whether a set of financial statements is fairly presented in conformity with GAAP (or in conformity with some other comprehensive basis of accounting).

Indirect Expenses

Expenses that cannot be specifically associated with a given service, program, or department and thus, cannot be clearly associated with a particular functional category.

Inflow of Resources

An acquisition of net position by the government that is applicable to the reporting period.

Infrastructure

Long-lived capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets. Examples of infrastructure assets include roads, bridges, drainage systems, tunnels and water and sewer systems.

Interfund Transfers

Flows of assets (such as cash or goods) between funds and blended component units of the primary government without equivalent flows of assets in return and without requirement for repayment.

Intergovernmental Revenues

Revenues from other governments in the form of grants, entitlements, or payments in lieu of taxes.

Levy

(1) To impose taxes, special assessments or service charges for the support of government activities. (2) The total amount of taxes, special assessments or service charges imposed by a government.

Liabilities

Present obligations to sacrifice resources that the government has little or no discretion to avoid.

Long-Term Debt

Debt with a maturity of more than one year after the Date of issuance.

Maintenance and Operations (M&O)

Expenditures of a recurring nature which are necessary for the operation of a department or activity. Does not include capital outlay or debt service expenditures.

Mixed Beverage Tax

A tax imposed on the gross receipts of a license for the sale, preparation or serving of mixed beverages.

Modified Accrual Basis

Basis of accounting used in conjunction with the current financial resources measurement focus that modifies the accrual basis of accounting in two important ways: (1). Revenues are not recognized until they are measurable and available and (2). expenditures are recognized in the period in which governments in general normally liquidate the related liability rather than when that liability is first incurred, (if earlier).

Net General Obligation Debt

General obligation debt reduced by the amount of any accumulated resources restricted to repaying the principal of such debt.

Net Position

The residual of all other financial statement elements presented in a statement of financial position.

Operating Budget:

Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing activities of the City are controlled.

Operating Revenues and Expenses

Cost of goods sold and services provided to customers and the revenue thus generated.

Ordinance

A formal legislative enactment by the City Commission.

Original Budget

First complete appropriated budget. The original budget may be adjusted by reserves, transfers, allocations, supplemental appropriations, and other legally authorized legislative and executive changes before the beginning of the fiscal year. The original budget should also include actual appropriation amounts automatically carried over from prior years by law.

Outflow of Resources

A consumption of net position by the government that is applicable to the reporting period.

Paying Agent

An entity responsible for paying the bond principal and interest on behalf of the City.

Payment in Lieu of Taxes (PILOT)

Payment that a property owner not subject to taxation makes to a government to compensate it for services that the property owner receives that normally are financed through property taxes.

Pension (and other employee benefit) Trust Funds

Fiduciary fund type used to report resources that are required to be held in trust for the members and beneficiaries of pension plans, OPEB plans, or other employee benefit plans.

Permanent Funds

Governmental fund type used to report resources that are legally restricted to the extent that only earnings, and not principal, may be used for purposes that support the reporting government's programs (for the benefit of the government or its citizens).

Principal

The face value of a bond, payable on stated dates of maturity.

Private-Purpose Trust Funds

Fiduciary fund type used to report all trust arrangements, other than those properly reported in pension trust funds or investment trust funds, under which principal and income benefit individuals, private organizations, or other governments.

Proposed Budget

The budget originally proposed by the City Manager to the City Commission. Amendments are frequently made to the proposed budget to arrive at the adopted budget.

Proprietary Funds

Funds that focus on the determination of operating income, changes in net position (or cost recovery), financial position, and cash flows. There are two types of proprietary funds: enterprise funds and internal service funds.

Refunding

Issuance of new debt whose proceeds are used to repay previously issued debt. The proceeds may be used immediately for this purpose (a current refunding), or they may be placed with an escrow agent and invested until they are used to pay principal and interest on the old debt at some later date (an advance refunding).

Reimbursements

Interfund transactions that constitute reimbursements to a fund for expenditures or expenses initially made from it, but that apply to another fund.

Resolution

A Special or temporary order of the City Commission. Requires less formality than an ordinance.

Restricted Fund Balance

The portion of the net position of a governmental fund that represents resources subject to externally enforceable constraints.

Restricted Net Position

One of three components of net position that must be reported in both government-wide and proprietary fund financial statements. It consists of restricted assets reduced by liabilities and deferred inflow of resources related to those assets. Generally, a liability or deferred inflow of resources relates to restricted assets if the asset results from a resource flow that also results in the recognition of a liability/deferred inflow of resources or if the liability will be liquidated with the restricted assets reported.

Retained Earnings

An equity account reflecting the accumulated earnings of a proprietary fund.

Revenue

An increase in the net current assets of a governmental fund type. (2) Increases in the net total assets of a proprietary fund type.

Revenue Bonds

Bonds whose principal and interest are payable exclusively from earnings of a proprietary fund.

Sales Tax

A general tax on sales levied on persons and businesses selling merchandise or services in the city limits on a retail basis.

Single Audit

Audit designed to meet the needs of all federal grantor agencies and performed in accordance with the Single Audit Act of 1984 (as amended) and Office of Management and Budget (OMB) *Circular A-133 Audits of States, Local Governments, and Non-profit Organizations*.

Special Revenue Fund

Governmental fund type used to account for the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects and exclusive of resources held in trust for individuals, private organizations, or other governments.

Strategic Plan

A document used to communicate with the organization the organizations goals, the actions needed to achieve those goals and all of the other critical elements developed during the planning exercise.

Tap Fees

Fees charged to join or to extend an existing utility system.

Tax Abatement

The full or partial exemption from ad valorem taxes for a specified time of certain real property located in a designated zone and for economic development purposes.

Tax Levy Ordinance

An ordinance through which taxes are levied.

Tax Rate

The amount of tax levied for each \$100 of taxable value.

Tax Roll

The official list showing the amount of taxes levied against each taxpayer or property.

Taxes

Compulsory charges levied by a government to finance services performed for the common benefit.

Texas Commission on Environmental Quality (TCEQ)

A regulatory body of the State of Texas regulating and establishing environmental procedures relating to the use of natural resources.

Texas Municipal Retirement System (TMRS)

The retirement system which provides retirement coverage and benefits administration to over 600 municipal entities in the State of Texas. The TMRS was created by the Texas Legislature and is governed by a board, which is appointed by the Governor, with the advice of the State Senate.

Unassigned Fund Balance

The difference between total fund balance in governmental fund and its nonspendable, restricted, committed, and assigned components.

Unavailable Revenue

Resource inflows that do not qualify for recognition as revenue in a governmental fund because they are not yet considered to be available.

Unencumbered Appropriations

Portion of an appropriation remaining after the deduction of expenditures and encumbrances.

Unearned Revenue

A liability for resources obtained prior to revenue recognition.

Unrestricted Fund Balance

The difference between total fund balance in a governmental fund and its nonspendable and restricted components.

Unrestricted Net Position

One of three components of net position that must be reported in both government-wide and proprietary fund financial statements. It is the difference between total net position and its two other components (net investment in capital assets and restricted net position).

User Charges

The payment of a fee for direct receipt of a public service by a party benefiting from the service (e.g. water and sewer fees).

Working Capital

For enterprise funds, the excess of current assets over current liabilities.



RICHMOND

EST. **TEXAS** 1837